

Paganel Primary School

Lettings Policy Statement

The letting of the school premises by the community is welcomed, subject to the following conditions:

1. Use of the premises for school functions will take priority over lettings.
2. The Governing Body of Paganel Primary School will set charges for lettings guided by these principles:
 - Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear and administration. In exceptional circumstances there may not be a cost charged to the hirer, this is up to the decision of the Headteacher.
 - Where a letting is subsidised by a service of Birmingham City Council that service will determine the proportion of the letting charge to be paid direct by the Hirer.
 - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
3. The School reserves the right to request a returnable deposit, which will be returned to the hirer in full within 14 days of the period of hire subject to the hired premises being left to the required standard
4. The school will retain income derived from lettings and costs to the school of lettings will be met from this income
5. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
6. The school premises will not be let for functions where a Public Entertainment, Intoxicants or other Licences are required.
7. Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted they will report the reasons to the Governing Body.
8. Hirers of the school premises will be expected to conform to the relevant Health & Safety regulations.
9. Hirers shall be present at all time during the period of hire.
10. Hirers may use the school toilet facilities if this has been agreed before the period of hire.
11. All hirers must carry sufficient public liability insurance to satisfy Birmingham City Council requirements and which is in force during the period(s) of hire.
12. Hirers shall give special attention to the behaviour of those in attendance during the period(s) of hire and to the interests of residents and the School's community so that they are not disturbed or caused any inconvenience.

13. Hirers shall not assign or sublet the permission given to use the School premises.
14. The School reserve the right at any time to refuse or cancel any function without assigning a reason and will agree in such circumstances, to fully reimburse any monies received from the hirer.
15. Due to current Covid -19 restrictions lettings will not be authorised