



Moorside High School
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Headteacher Mr S N Clarke

March 2019

MOORSIDE HIGH SCHOOL

Letting of School Premises - Policy

The school premises are only let under the following conditions:

1. The hirer is responsible for ensuring that any rooms or equipment used are left in the same condition as they were found.
2. Any damage caused directly or indirectly as a result of the letting is the responsibility of the hirer and must be paid for.
3. All hirers must adhere to the times agreed at the time of hiring. Going over these times may incur a surcharge of at least 15% of the agreed fee.
4. The school reserves the right to cancel any hiring agreement if the hirer does not adhere to the above conditions or if any actions of the group impact on the normal operation of the school.
5. The Headteacher has the right to part or fully waive all charges when appropriate.

Letting periods as a general guide may be:

Weekdays	6.00p.m.	–	9.00p.m.
Weekends/ Bank Hols	9.00a.m.	-	12 noon
	12 noon	-	6.00p.m.
	6.00p.m.	-	10.00p.m.

Costs are calculated on the number of rooms (or equivalent), the letting period and whether the letting occurs on a Weekday, during the Weekend or a Bank Holiday:-

Rooms	£10.00 per hour	
Hall & Gym	£15.00 per hour	
School Fields	£12.00 per hour	- no access to changing facilities.
School Fields	£15.00 per hour	- access to changing facilities.
All Weather Pitch	£ 25.00 per hour	

Sundays and Bank Holidays are charged at 1½ times the normal rate.

Costs are reviewed annually.

When approached from outside bodies with regard to the hiring of school premises out of school hours the following procedures are put into action:

- ❑ A notice of fees and terms is issued to the hirer in the form of a Letting Agreement (copy attached) between the school and hirer. The agreement stipulates the hourly charges with the understanding that if a letting encompasses a Sunday or a Bank Holiday then an increased fee may be charged. Once the terms and conditions of the agreement have been accepted, including the hirer having the appropriate Public Liability Insurance in place, the hirer signs and returns the contract to be held in school.
- ❑ Where possible the hiring fee should be collected in advance.
- ❑ The Caretaker checks the letting calendar when opening the school for the Hirer. The Caretaker has Caretakers/Janitors Additional Hours Claim sheet which needs to be completed.

This procedure could be overridden by either the Headteacher and/or Chair of Governors, therefore, confirmation by at least one of these people is required before assuming a letting and relevant costs is accepted.

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