



GREENSIDE SCHOOL HIRING OF SCHOOL PREMISES POLICY

Framework

The Governing Body is responsible for the use of school premises outside normal school hours. The Authority may require Governors (Section 42 of the 1966 Act) to make premises available for certain activities. With the exception of certain defined community activities, schools are responsible for the determination of hirings. The activities for which schools are responsible include those which they themselves organise, including PTSFA fund-raising events.

The school is responsible for the hiring charge and will receive the money accruing to these hiring. In order to encourage the use of school premises by these community groups, the County Council will support certain voluntary organisations through grant aid. The organisation will be divided into three categories: youth organisations; pre-school provision, community groups with a civic purpose.

Aims

the Governing Body of Greenside School wish to make the most efficient and effective use of the school premises for community use as well as to derive financial gain for the benefit of the school What might the Governors Consider...

- Which groups to let to?
- Needy local groups to receive priority access?
- Take account of other community meeting places and their charges.
- Charging policy
 - own or LEAs
 - scale for educational use
 - scale for other use
- What are the true costs?
- How many evenings/slots/rooms might be kept for 'deserving' groups? (Such groups might be given access when Caretaking and heating costs are being covered by a commercial hirer.)
- Pattern of other local evening/weekend events (don't want to overdo evening classes, fetes, car boot sales, brownie packs)
- Consider local nuisance (noise cars ...)
- Insurance restrictions?
- Encourage sports usage?
- Use some or all facilities?
- What equipment to make available
- Seek support from Sports Council or other funding bodies - (a community use fund)?
- Management arrangements
- Administration
- Caretaking



Greenside School

HIRE OF SCHOOL ACCOMMODATION

This pack contains important information on:

- Free lettings
- Practical issues to consider when handling a lettings enquiry
- Details of letting forms
- Basic accommodation rate effective from 1 April 1995
- Election rates effective from 1 April 1995
- Grant scheme for three priority groups of hirer
- County Hall contracts



Greenside School

HIRE OF SCHOOL ACCOMMODATION GENERAL INFORMATION - LETTINGS

Approved Categories

- Teaching and non-teaching staff associations (Union meetings only)
- Inaugural meetings; Neighbourhood Watch Schemes
- Community language classes (including signing classes)
- Meetings required by the Authority to fulfil its function, e.g. in-service training, public consultations, governing training, if organised by the School Support Unit
- Road Safety meetings
- Worker Education Association
- Parish Council Meetings (where no room of their own)
- Opportunity classes

PRACTICAL ISSUES TO CONSIDER WHEN HANDLING A LETTINGS ENQUIRY

In order to make an informed decision consideration should be given to the following

- What is the nature of the group?
- Is it eligible to apply for a grant towards the cost of hiring school accommodation?
- Is the hiring during school hours?
- What Caretaking is required?
- Will any extra cleaning be needed?
- Is additional heating/lighting required
- What extra costs are involved if it is a private function?
- Has the school taken out annual cover for Public Liability Insurance or will every hirer need to do so and sent the school a copy of the cover note prior to the hiring. No hiring should proceed without this insurance cover.

ELECTION RATES LOCAL, EUROPEAN AND PARLIMENTARY

USE OF SCHOOLS AS POLLING STATIONS

- There is a statutory obligation to provide accommodation
- One rate Winter/Summer
- Vat is not charged
- Basic charge for polling room includes Caretaking, heating and lighting
- Additional polling rooms are charged at a flat rate
- All candidates have the statutory right to a free let for a public meeting outside normal school hours, subject to certain conditions.
- Following a direct approach by a candidate or an election agent, please contact an officer from Education Premises and Sites Division (Tel: 01992 555742) re: consultation on suitability of your premises. Enquiries to:

Administrative Officer (Lettings)

Education Department

County Hall

HERTFORD

SG13 8DF

(Tel 01992 555783)

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