



# Lettings Policy

Reviewed by: Finance, Buildings, Health & Safety

Version: 2

Last Reviewed: 28<sup>th</sup> April 2008

Reviewed on: 20<sup>th</sup> June 2017

Adopted by FGB on: 4<sup>th</sup> July 2017

Signed by:  
(Chair of Governors)

A handwritten signature in black ink, appearing to read 'M.P. Evans', with a horizontal line underneath.

Next Review Date: June 2018

The governors at Ysgol Treffynnon are committed to utilising the buildings and grounds for the benefit of the local community.

The school and the Local Authority are already involved in a joint use agreement with Flintshire County Council for the use of the grounds & buildings for leisure activities, chiefly associated with the use of the all-weather sports area and the sports hall.

The school also has a tradition for being an outreach centre with a community focus and is open to hosting a variety of evening classes if there is appropriate demand.

Whenever possible, lettings are generally restricted to the evenings and weekends when the school is not being used by the pupils for educational purposes.

## **Charges**

### **Exemptions**

The organisation/group is non-profit making and where no charge for admission is made. (Appropriate evidence must be provided in order to qualify for this exemption).

Groups, which are granted free use of rooms, are listed on Flintshire County Council guidelines for the hiring of educational establishments.

(Appropriate evidence must be provided in order to qualify for this exemption).

### **Tariffs**

A hire charge will be levied on all other groups without exception.

If a group is granted permission to use the premises when the school is not normally open, the levy highlighted below will cover the cost of room hire, caretaker time and use of the facilities which includes heat and light (utilities):

- Classroom                      £25.00 per hour
- Meeting Room                 £25.00 per hour
- Sports Hall                     £35.00 per hour

### **Conditions**

- a) Any loss or damage which results from the use of the school facilities must be reported to the caretaking staff and duty and made good by the Hirers (at their own cost).
- b) Under no circumstances may alcohol be brought onto the school premises without formal approval by the Governing Body and appropriate licence approval prior to the event.
- c) There is a 'No Smoking' rule in operation across the whole site.
- d) An application to hire is granted on the understanding that Flintshire County Council/Ysgol Treffynnon Governing Body are indemnified against all claims in respect of personal injury (whether fatal or otherwise) and loss or damage to property and any other loss, damage and expense however caused or incurred which, but for the granting of these facilities, would not have arisen.
- e) The Hirers must have a valid certificate bearing witness to their public liability insurance.
- f) A 'form of application for hiring' of school premises/swimming pool/educational grounds must be completed in full before the letting can be authorised.