

GODMANCHESTER COMMUNITY PRIMARY SCHOOL

CONDITIONS OF USE FOR LETTING OF SCHOOL PREMISES

1. In order to ensure the school and its facilities are used as fully as possible, there will be an annual review of use of the school. Applications from existing and potential user groups will be invited at the beginning of the Summer Term. Confirmation of bookings will be made before the end of term
2. Users of the school will be expected to behave in a reasonable manner. The caretaker may reserve the right to request any user not observing these conditions to leave the premises.
3. Governors reserve the right to refuse the use of the school for any group.
4. Governors have the right to change the use of school premises in order to convene a meeting (as much notice as possible will be given of any change)
5. During the Christmas, Easter and Summer holiday periods, lettings may be refused in order that cleaning, redecoration and other essential work may be carried out.
6. A charge for the hiring of premises may be made unless 14 days' notice of any cancellation of a letting is given in writing to the Community Secretary. In addition a Caretaker's fee will be charged when notice of cancellation is given after 6 pm on the previous day in the case of lettings on weekday evenings and after 6 pm on Thursday in the case of weekend lettings, provided that the Caretaker has no other lettings to perform during the time the cancelled letting was due to have taken place.
7. Persons hiring premises or grounds will be responsible for any damage to buildings, Furniture or other property, and a claim for the repair or replacement of such buildings, Furniture or other property will be made. If any additional expense is incurred in the removal and replacement of furniture or any exceptional cleaning becomes necessary in consequence of the use of the premises, the persons hiring the building will be responsible for any such expense.
8. Any loss or damage to the fabric of the school or to any equipment must be reported to the Caretaker at the earliest opportunity.
9. Each user group must have a nominated responsible adult.

10. This is a school and all users are asked to respect the environment, displays, etc., and to ensure the responsible use of all rooms and equipment.
11. The school is a non smoking area.
12. Any complaints concerning the use of the school should be made in the first instance to Shirley Brown, Community Secretary. If the grievance cannot be resolved, a complaint should be made to the Chair of the School Governors.
13. Cambridgeshire Education Committee cannot accept responsibility for any loss, damage or Accidents, occurring during occupation of the premises and particular attention is drawn to the observation of the safety regulations, eg fire exits must not be locked. Persons hiring the premises for public dances may well be advised to arrange for the attendance of a policeman but the Cambridgeshire Education Committee will not be responsible for any expenses in this connection.
14. Cambridgeshire Education Committee does not seek in paragraph 7 and 13 above to absolve itself or any employees from liability as owners/occupiers of the premises but in view of the indemnity given by the hire consideration should be given as to the advisability of obtaining third party insurance cover.