



Use of Premises Policy

Whitehouse Primary School and Nursery Unit is committed to being be part of its community. We recognise that we have a range of quality facilities that, if it is practical, we should share with the local community. The Governors also recognise that this fits into the Department of Education's strategy for effective schools and their partnership with their communities.

The use of school premises, facilities or resources is under the control of the Whitehouse Primary School and Nursery Unit Board of Governors, subject to statutory requirements or directions from the Education Authority. The management of this function is delegated to the principal as part of the day to day management and expenditure control. The Board of Governors are informed on a regular basis of individuals and groups using the school.

Governors have agreed to apply charges and review them regularly. The charges noted below relate to the school year 2016/2017. These will be reviewed in September 2017 for the school year 2017/18.

Areas available	
Full Hall	£30 per hour
Half Hall	£30/£20 per hour*
Staff Room	£30/£20 per hour*

*This lower rate is only available if two groups or more are using the school over the same hour/hours.

We would encourage multiple groups to use the school at one time. This keeps costs down and maximises the use of the school's facilities.

If one or more groups are using the school on one night they must be adults groups only. If a group is using the school for children's work or youth work they must have sole use of the building so child protection procedures can to be maintained safely.

Conditions of Hire

All applications are subject to the availability of Whitehouse Primary School and Nursery Unit building supervisory staff. The building will not be hired out without a member of Whitehouse Primary School and Nursery Unit staff being on site.

The school may not be hired for commercial purposes.

In the event of the school cancelling a letting, no fee will be payable. In the event of the hirer cancelling a letting a minimum of 48 hours notice is required. If less notice is given or/and costs have already been incurred the full costs may be charged.

The hiring individual or group shall inspect the facility upon arrival and report any damage or loss to the Building Supervisor on duty or the principal (Mr Bailie).

Apparatus, furniture or equipment belonging to the school can only be used with advance permission from the principal and for its appropriate purpose. Any damage or loss incurred during the period of hire must be reported to the Buildings Supervisor or principal at the end of the session. The hiring individual/group will be financially liable for repair or replacement.

Excessive noise and local disturbance must not create a nuisance for local residents.

The use of tobacco, alcohol and illegal drugs is prohibited throughout the grounds and inside all buildings.

The hiring body is responsible for ensuring that all health and safety requirements and recommendations are met and that suitably qualified people take responsibility.

The hirer has responsibility to leave the premises in the same way it was on arrival.

The hirer has full responsibility for the supervision of the premises, for the conduct of those attending, and for child protection (if relevant).

Any hirer who is using the school premises must have their own public liability insurance (a minimum of six million pounds cover).

The parking of vehicles on school property is at the owner's risk. Drivers will be held responsible for damage to school property or injury to any person while their vehicle is on school premises.

It is anticipated that school will organise a number of evening events through the year. Every effort will be made to inform users of these dates and any changes that may be necessary as soon as possible. However, the Board of Governors, state as prerequisite of hire the understanding that school events will take precedence over those organised by outside hiring bodies or individuals.

All activities that operate on the school's campus are, by association, linked to the school's ethos and reputation by the wider community. The principal is delegated the authority by the Governors to assess if he believes the aims and culture of a hirer are in sympathy with the values of the school or/and have the potential to damage the school's reputation. He may refuse a hire at his discretion.

A refused potential hirer has the right to have their request reassessed by a subcommittee of the Board of Governors. To have this request reassessed a letter must be submitted to the school within 14 days addressed to the Chair of the Board of Governors outlining their case. This will be acknowledged within 7 days in writing by the secretary to the Board of Governors. The subcommittee will meet with the hirer within 28 days from the acknowledgement of the letter being written. The subcommittee's decision will be issued to the potential hirer within 7 days in writing. If the decision is still no there is no further route for appeal within the school. A letter may be written to the Chief Executive of the Education Authority.

The principal has been delegated the authority to terminate any rental agreement if he believes the hirer is breaking any of the conditions in this policy or any behaviour that is considered unreasonable or/and in conflict with the best interests of the school. The hirer will be informed verbally as soon as possible when this decision is made. A letter must be issued within 14 days explaining the reasons for the withdrawal of the hire agreement. The hirer has a right to ask for an appeal. This must be done in writing within 28 days of the date on the letter of withdrawal of hire. The same process for appeal will be followed as outlined above.

The Board of Governors will review this policy on an annual basis and reserves the right to review any existing agreement on an on-going basis.