



# **Churchside Federation**

## **Lettings Policy (Shared Use of Facilities)**

Adopted by LGB: May 2022  
Reviewed: July 2024

# Churchside Federation

## Policy on Shared Use of Facilities

1. The Federation adopts the Norfolk L A. Policy and Procedures on the shared use of facilities with the following exception::

*That, at the discretion of the Headteacher in consultation with the Caretaker, some events may be permitted to continue beyond with the condition that music should cease by 10:30 p.m. and that the site should be cleared by midnight.*

2. Payments must be made in advance for the use of facilities.
3. The policy of the Local Governing Body is that there should be no smoking or consumption of alcohol at any time on the premises or site.
4. The School Secretary is the person responsible for the management and administration of the Shared Use Policy in conjunction with the Executive Headteacher.

Regular users will be asked to submit their programme on a termly basis.

Initial bookings are dealt with by the School Secretary.

Hirers are informed about the Conditions of Use on the reverse of the booking form.

Staff are informed through the Headteacher of any out of school use which would affect their teaching or classroom management

The school is not let when the regular keyholder is not available.

When the school is to be temporarily closed, the School Secretary would seek to inform the hirers directly.

Decisions on closure are made by the Headteacher.

The school has a Health and Safety Policy and conducts regular inspections to ensure that the building is safe for all users. Medical facilities, including a First Aid Box, are available in the hall and outside the school office at Mundford and in the office at Gooderstone. When the building is open telephone facilities are available in the school office. In the event of emergency when only the field has been hired, users would have to make their own arrangements to deal with such eventualities.