

# LAKESIDE SCHOOL

Title           **COMMUNITY USE OF PREMISES POLICY**

Reviewed and approved by Head teacher: **SEPTEMBER 2018**

Agreed Review Date: **SEPTEMBER 2020**

# LAKESIDE SCHOOL

## COMMUNITY USE OF PREMISES POLICY

### 1. Principles

- The premises at Lakeside School will be made available to the community having regard to the fact that the School is a weekly boarding school.
- Limited sporting with single sex showers and changing with toilet facilities are available for community use.
- Regular usage leading to deterioration in school facilities, e.g. football pitch, will not be considered.

### 2. Priority users

- Requests in writing will be considered by the Head Teacher and referred as necessary.

### 3. Level of charges

- The letting or hiring of any premises will be on a full cost recovery basis unless the Governing Body have agreed a level of subsidy in advance of confirming the booking.

### 4. Availability

- The School premises are available for hire or for community use at weekends and during school holidays. State of football pitch to be inspected and if unsuitable for use club to be informed.

### 5. Conditions of use

- All use of the School premises will be in accordance with the guidelines set out in the Manual of Financial Practice on Issuing of Invoices "School Manual of Financial Practice and Procedures".
- Return of equipment.
- State and cleanliness of equipment/facilities.
- Deposit charge for less frequent or one-off lettings.
- No smoking on the School site at any time.
- Sensible footwear which will not cause damage.
- Incidents of unsafe equipment, premises must be reported to the school staff.
- Any incident relating to the users organised activities, should be reported by them in line with their own reporting procedures.

### 6. Order of preference

- 1<sup>st</sup> preference – community groups.
- 2<sup>nd</sup> preference – commercial hire.