



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

Achieving Excellence

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**Document Control Sheet**

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**The County High School Leftwich**  
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**Telephone: 01606 333300**

## Lettings

1. The County High School, Leftwich wish to promote the community use of the School's premises, provided such use is compatible with the School's primary task of educating its students, the good order of the buildings and with the maintenance of the School's good name in the community.
2. Applicants for hire shall be informed, following their initial enquiry, of the price for the letting. Rates are set annually.
3. **Adult and Community Learning Hire Rate** For those local learning organisations or organisations who approach the School (or are approached by the School) to provide services for the local community which are part of the School Improvement Plan. *The School will in this instance however reserve the right to waive all fees for activities which contribute substantially to the development of the School and/or its provision for the community.*
4. **Community Hire Rate** For those organisations who approach the School and propose activities primarily designed to provide a service to the local community (but not services which are specifically part of the School Improvement Plan).
5. **Commercial Hire Rate** For those organisations who propose to hire the School for profit-making purposes and who do not provide an immediate service to the local community.
6. **Conditions of Use**

The hire of the premises covers the reasonable use of electricity and heat and of those furnishings, which are normally in the area hired. It does not automatically include use of the School's equipment. Use of such equipment shall be subject to the permission of the Headteacher.
7. Before commencing the hire of premises, applicants should provide full details of their proposed activities. Where appropriate, hirers shall present to the School evidence of appropriate insurance cover and risk assessment for their proposed activities, including any required qualifications for activity leaders. In return, the School will provide details of the hire arrangements, including details of points of contact during use, arrangements for entry into the building, and fire and accident procedures.
8. For the purposes of safeguarding, lettings should commence after 5.30pm each day. Anybody or organisation commencing a letting prior to this time must provide evidence of Enhanced DBS (Disclosure Barring Service) checks for the adults involved; this is in accordance with the School's Safeguarding Policy.
9. Hirers will be made aware that it is their responsibility to ensure that any equipment brought into School is suitable for use. For example, all electrical equipment must be safe and meet statutory requirements.
10. All hirers shall be responsible for holding the appropriate insurance cover whilst using the premises. They shall also be responsible for the costs of repair or replacement of any damage caused during their use.