



# Lettings Policy

**School:** Jigsaw Pupil Referral Unit

**Date Approved by Management Committee:** Feb 24

**Signed by Chair:** D. Hains

**Headteacher:** E. Rothlisberger

**Review Date:** Feb 2025

# **JIGSAW**

## **LETTINGS POLICY**

(See also Lettings Procedures for further information)

The Members recognise that the various facilities of Jigsaw could be used by groups from the local community. They are keen to allow the use of the facilities to the benefit of the local community, provided this usage does not conflict with the interests of Jigsaw. The principles upon which lettings will be conducted are: -

1. The group using the facility meets the conditions laid down by Jigsaw for Lettings.
2. Full responsibility for insurance is with the hirer who must evidence adequate insurance cover.
3. The activity of the group using the facility does not conflict with the aims and ethos of Jigsaw.
4. The income from the lettings must cover all costs of making the facility available and may include an element of profit for the use of Jigsaw.
5. The scheme allows Jigsaw with agreement from the Management Committee (or delegated Committee) to subsidise lettings for community and voluntary use.
6. If the activities of the group give cause for concern the lettings may be withdrawn immediately.
7. The use of facilities does not affect the normal operation of Jigsaw.
8. The decision of the Members or Committee on whether or not to hire a facility is final.

### **Procedures for Hire of Facilities**

1. Initial enquiry is by letter and addressed to the Headteacher.
2. Application made by an organisation.

This should be completed on the Letting Form and be accompanied by details of:

- the name and nature of the organisation;
  - the officers of the organisation;
  - details of how the organisation intends to raise money to pay for the lettings.
3. Applications considered by Headteacher in consultation with Members to ascertain:

- suitability of application;
- availability of dates/time required;
- impact on normal operation of Jigsaw.

4. Applications approved or rejected:

- If approved – letter to group concerned giving conditions.
- If rejected – letter to group concerned giving reasons. Group may appeal to the Staffing/Finance/H & S Committee

5. Other requirements.

- Premises are left in the condition they were found in;
- Activities are restricted to specified area;
- No smoking or dangerous substances to be used on premises.
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Approved:

Signed Chair of Management Committee:

Head teacher:

Review: Feb 2025