

THE IONA SCHOOL & THE IONA DAY NURSERY

Renting the school

Written August 2017

The Iona School will offer out its areas out of school hours for rental.

This provides valuable extra income for the school and opens us up to the wider community, allowing for further community cohesion

However, it is vital that we do ensure people renting the School are suitable. We will do the following for all people wanting to rent a room or the land.

Rentals must always take place when the school and nursery is shut, we do not permit rentals during school hours.

UNDER NO CIRCUMSTANCES IS ALCOHOL ALLOWED ON SCHOOL PREMISES.

All rentals

1) All people wanting to rent areas must do so following suitability checks.

They must fill out a suitability form; this shows the school if the person has any convictions, it also ensures that the school is fulfilling its safeguarding obligation.

2) a full rental contract must be signed and a deposit paid. Charges as below will apply

3) these must be done out of school hours

4) if this is for an event which uses outside hire equipment, we must also see the public liability for this.

For Rentals longer than a day

1) If a group is to be working with children and /or vulnerable adults, then the person in charge of the group must provide a full DBS certificate. If this is less than 3 years old then the school will ensure a DBS is carried out at the charge to the applicant.

2) The group leaders, if working with children and vulnerable adults, must undergo safeguarding training and must provide the school with an in date certificate.

3) The group leader must provide the Iona School with a public liability certificate

4) In addition to the rental contract being completed, every staff member that comes on site should fill in a suitability document

If parents or people known to the school wish to rent the land for an evening party

1) the person in charge must obtain a licence for the event

2) they must ensure that they book porta loos

3) under no circumstances will they be allowed access to the school

4) they must suffer the full cost of a security guard, for the full time of their event, plus an extra 30 mins following the event to ensure the guests have left. The Iona School will book this person.

5) The land must be fully cleared of every item before leaving, no glass to be left on site under any exception, rubbish must be taken home

Prices for rental

Rental Prices- Hall/Indoor (out of school hours only)

known groups under 20 people 17.50 an hour.

Unknown or Large groups up to 75 people 30.00 an hour Inc. security. This can only be for four plus hours.

Unlocking/locking fee £40.00

These are all subject to a damage deposit of £50.00

Rental Prices Land

To parents £15 an hour including cobb oven

Other groups/large gatherings

£25 an hour including use of cobb oven

Deposit is £100 for land

Related policies

- Safeguarding policy
- whistleblowing policy
- groups in school

Issue date

This policy takes effect from August 2017

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor

Position: Iona School Trustee

Signed: 

Date: 07/08/2018