

LETTINGS POLICY

The letting of the school premises by the community is welcomed, subject to the following conditions:

1. Use of the premises for school functions will take priority over lettings.
2. The Governing Body will set charges for lettings guided by these principles:
 - a) Lettings to particular voluntary organisations will be free of charge. As determined by the LA who will also cover the costs incurred by the school.
 - b) Lettings to bona fide community groups will be charged at cost, to cover caretaking (hourly rate + mileage), energy, wear & tear, administration.
 - c) Where a letting is subsidised by another organisation they will determine the proportion of the letting charge to be paid direct by the Hirer.
 - d) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - e) Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
3. Income derived from lettings will be retained by the school and costs to the school will be met from this income.
4. The school premises will not be let to individuals or organisations if there is reason believe that the name of the school will be brought into disrepute.
5. The school premises may be let for functions where a Public Entertainment Licence is required. In such cases the Hirer must ensure that a current licence is in place
6. Decisions whether to permit lettings will be made by the Governing Body. If the Head Teacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.
7. All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
8. All hirers must carry sufficient Third Party Liability Insurance to satisfy the school. The school will refer all information regarding TPL Insurance to the LA Insurance Department for their judgement and advice

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