

LETTINGS POLICY

Review Date: October 2022
committee

By whom: Governors Resources

Next Review: October 2023

By whom: Governors Resources committee

1. The school premises may be used outside school hours subject to availability and the approval of the Headteacher and Governors.
2. Charges will be set by the Resources Committee and reviewed annually. The policy will be to cover the costs incurred. A reduced level of charge for regular users may be agreed and the PCC use will be free of letting charges, unless the Site Supervisor is required.
3. A diary of bookings will be kept by the School bursar and LA.
4. All users shall sign a hiring agreement (SLA) as prescribed by the Governors.
5. All users must have a Complaints procedure in place
6. Any organisation which proposes to use the school buildings or grounds must provide evidence of either adequate and suitable insurance cover or indemnity, and agree to follow safety procedures laid down by the Governing Body.
7. Procedures to be followed in the event of an accident or emergency together with plan showing fire appliances and exits will be supplied to all potential hirers.
8. Applications for lets will be made through the school office using the County Form and invoiced by the LA, all revenue being credited to the school account.
9. All users other than the PCC will be classed as Regular or Occasional and will be charged accordingly. Any organisation fund raising for the school will not be charged.

The Resources Committee will arbitrate on the category of user should a difference of opinion arise.

10. The PCC may, if an official key holder is present, use the school without the services of the site supervisor.

11. The rates for 2022/2023 (from September 2022) will be:

Other User - £10.00 per hour

Any additional cleaning/caretaker costs incurred will be added to these rates.

Rates will be reviewed by Governors annually in Spring term.