

## LETTINGS POLICY

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirers must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. The Governing Body will review charges annually.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person, from within the organisation, previously agreed with the school must be on call.
6. A Letting Application/Indemnity Form must be completed by ALL applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long-term lettings applications will be reviewed on an annual basis.
7. Hiring Conditions must be adhered to at all times. (A copy of which will be attached to the Letting Application).
8. Any hirer who uses the school must be properly insured and relevant insurance documents must be attached to the application.
9. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
10. Smoking is not allowed on the premises in line with school's No Smoking Policy.
11. Alcoholic Drinks
  - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
  - b. No alcohol is to be stored or retained on the premises when pupils are in school.
12. In the event of the school needing to cancel an agreed letting, the school /governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.

Lettings/hiring charges are based on the following categories. These categories are for general guidance. The Governors may, at their discretion, add further users within the appropriate categories.

### **Group A Use**

These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for Community Groups/Church Based Groups (if no admission charge/non-profit making).

Charges from January 2019 - £14.00 per session

### **Group B Use**

These lettings are for private and commercial groups. The person/group may be charging a fee to the public in order to make a profit. A deposit may be required. There will also be a charge for caretaking service.

Charges from January 2019 - £11.00 per hour with a minimum payment of £16.00

### **Extraordinary Lettings**

School Holiday lettings, whole/large part of the college. Special charges will be fixed at the discretion of the Governors

Adopted October 2008  
Last Reviewed October 2018  
Next review October 2019