



## **C24: LETTINGS POLICY**

**Last reviewed: November 2009**

**Next Review: November 2010**

**Approved by Governors F&F**

**Date: 30.11.10**

### **AIM**

To ensure that schools lettings are dealt with against clear criteria for deciding hiring costs and availability of accommodation

### **GUIDELINES**

#### **1. Use of site**

##### **a) School Use**

The school has priority use of the school buildings for student use, whenever a planned activity is taking place. This includes:

- Parents' consultation events
- Open evenings
- Sporting fixtures
- School productions (music, dance, drama, artistic)
- House activities
- Other student led activities (by agreement)
- Staff social events
- Academic use (homework clubs, presentation evenings, holiday revision and summer schools)
- Meetings (staff, governors, HHSA)

##### **b) Community Use**

The school will encourage community use of the buildings (as part of our specialist designated status and community programme). This will include:

- Local clubs (dance, drama, sport)
- Local interest groups (stamp collectors etc)
- Charity events

#### **2. Decision making process**

##### **a) Priority of use**

The school manager will normally make decisions on use of buildings except in cases of dispute, where the Headteacher will make a final decision on priority.

##### **b) Hire charges**

The school manager and site supervisor will consider the attached hire charge schedule (appendix 1) to recommend an appropriate level of charging for each activity. This charge may be changed to reflect individual circumstances including continuous booking and loyalty discount, staff use, county use etc. All charges must be met in full and account kept to ensure the school does not make a loss.



**APPENDIX 1: Hire charges and Availability Schedule, with effect from 1<sup>st</sup> January 2010.**

**1. Availability**

Weekdays 6.30 p.m. – 10.00 p.m.

Weekends 8.30 a.m. - 11.00 p.m.

The school is not (normally) available for hire on Bank Holidays.

**2. Hire Charges**

	<b>Weekday</b>	<b>Weekend</b>
Main Hall	£31.00 per hour	£32.50 per hour
Old/New Gym	£22.50 per hour	£24.00 per hour
Learning Resource Centre	£23.50 per hour	£25.00 per hour
Dance/Drama Studio	£23.50 per hour	£26.50 per hour
Classroom	£12.00 per hour	£13.00 per hour
Field/Pitch	15.00 per hour	£16.00 per hour
	(including changing rooms) +VAT	

Use of Main Kitchen £65.50 flat rate per ½ day

*VAT will be charged on:*

Hire of IT suites

Sports and Physical Recreation lettings, except where the hire is by a club\* for 10 or more contracted sessions (within time restrictions)

*Insurance*

Unless a copy of your own public liability insurance is produced, an additional charge of 5% will be added to cover the cost of insurance.

*Music and Public Entertainment*

The school does not have a public entertainment licence and hirers are responsible for obtaining their own licences.

*Other Issues*

The kitchen may only be used for serving light refreshments and with the consent of the Innovate Catering Manager.

It is considered that the school premises are not a suitable venue for 18<sup>th</sup>, 21<sup>st</sup> or engagement/wedding parties.

Hirers are responsible for ensuring that any electrical equipment they bring into school is covered by a current Portable Appliance Test

**All responsibility for child protection issues at events is deemed to be within the remit of the hirer for the duration of the hire.**

\* To qualify as a club you must show that you have a formal constitution, named officers, subscriptions, etc