



Lettings Policy

Signed

G. Roberts

Principal

Date: 1/10/20

Signed.....

[Signature]

Chair of Governors

Date:.....

1/10/20

Reviewed: October 2020

Next Review Date: **October 2022**

The letting of the school is welcomed, subject to the following conditions:-

- Use of the premises for school functions will take priority over lettings.
- Lettings of the facilities to the Link Club will be carried out through close liaison with the MAT and follow all their appropriate licensing procedures and protocols. The Licence fee to be paid by the Link Club will be determined by following the appropriate MAT procedure and will be paid termly.
- Lettings to the PTA will be free of charge
- Lettings to bona fide community groups e.g. Area Forum will be charged at cost to cover caretaking, energy, wear and tear & administration.
- Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
- Income derived from lettings will be paid into the school budget under Income.
- Decisions whether to permit lettings will be made by the Governing Body. If the Principal believes a letting should not be permitted he/she will report the reasons to the Governing Body.
- All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations and provide appropriate risk assessments.
- All hirers must carry sufficient Third Party Liability and pay for any damage incurred during the course of the letting.