



LETTINGS POLICY

October 2023

Policy Originator: School Business Manager

Status: Non-Statutory **Review Period:** Four Years

Date: October 2023 **Next review date:** October 2027

AIMS

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body has drawn up the following policy.

POLICY STATEMENT

1. The needs of the school, that is of the Head Teacher, staff and pupils shall be given priority.
2. The Head Teacher has the right to refuse any request for hiring.

LETTINGS POLICY

1. Hirers must apply on an 'application to use school premises' form and must sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
3. A non-refundable deposit may be requested for lettings.
4. Payment for all lettings shall be made in accordance with the schedule and terms and conditions found on the 'application to use school premises' form. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
5. All non-education users must be covered by insurance. The school requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current recommended public liability cover.
7. Charges for lettings will be reviewed annually in September. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.
8. Shalford Infant School operates a No Smoking or Vaping policy on all its premises.

The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service). Hirers are required to read the School's Safeguarding Statement, a copy of which is attached.

For hirers working with children and young people, hirers will be assessed to ensure they meet the minimum requirements set out by the Department of Education which can be found [here](#).

CHARGING

1. Non-profit making club run by external persons or organisations:
 - £8.00 per hour for hall or 'Oasis'
 - £5.50 per hour for 'Oasis' room 1
 - £4.50 per hour for 'Oasis' room 2

2. Profit-making club or one-off hirer, run by external persons or organisations:
 - £16.00 per hour for hall or 'Oasis'
 - £11.00 per hour for 'Oasis' room 1
 - £8.50 per hour for 'Oasis' room 2

3. Playground only:
 - £5.00 per hour

Refreshments – by arrangement.

Any increase in use beyond the time stated will be charged on a pro-rata basis.

School, Governor and PTA meetings and events: Free as legitimate charge to school's delegated budget.

Should extenuating circumstances (e.g. goodwill in the local community) warrant the consideration of lower rates specific approval shall be at the discretion of the Headteacher.