

Annex 2

Exemplar lettings policy, covering the use of school premises.

The letting of the school premises by the community is welcomed, subject to the following conditions:

Use of the premises for school functions will take priority over lettings.

The Governing Body of x School will set charges for lettings guided by these principles:

- a) Lettings to the Friends of x School will be free of charge.
- b) Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear and administration.
- c) Where a letting is subsidised by the Youth and Community Service that Service will determine the proportion of the letting charge to be paid direct by the Hirer.
- d) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
- e) Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.

The school will retain income derived from lettings and costs to the school of lettings will be met from this income.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

The school premises will not be let for functions where a Public Entertainment Licence is required.

Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted he will report the reasons to the Governing Body.

All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.

All hirers must carry sufficient Third Party Liability insurance to satisfy Council requirements.