

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 hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that charges will be reviewed annually by the Governing Body in an effort to ensure that all costs are recovered.
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. A responsible person must be on call whenever anybody hires part of the school premises.
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 application forms will be reviewed on an annual basis.
7. No lettings will be approved giving the user exclusive possession. (Note: this is a legal requirement, not to be confused with a sole letting).
8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
11. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
12. Smoking is not allowed on the premises in line with school policy.
13. Alcoholic Drinks –
 - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.

Reviewed May 2018
Reviewed Sept 2018
Reviewed Sept 2019
Reviewed May 2020
Updated September 2022
Reviewed September 2023

Current Letting charges September 2023

Adult Exercise Class/Parent & Toddler Classes	£4.50 per session	
Rental of pool for clients in supported living (subject to available lifesaver) per hour		£55.00
Main Hall	£15.00 per hour	
Conference Room	£40.00 – Half Day £80.00 – Full Day	
Tea and coffee can be provided at a cost of £1.00 per person for meetings and ½ day workshops. If the course is all day and there are more than 2 servings the cost will be £1.50 per delegate.		
Hydrotherapy Pool	£30.00 per hour plus VAT (not including lifeguard)	