



## Letting Policy

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### 1. Introduction

For many years, the Governors have let the school hall, field, etc. at times outside the school day or term. The terms and conditions of hire are specified on the reverse of the letting form. This policy continues existing practice, setting out the purposes and restrictions in a clearer way.

### 2. Purposes

The purposes of the policy are:

- a. encourage good use of the school facilities
- b. provide learning and leisure activities for members of the school community
- c. provide convenient access for parents to family support agencies and activities
- d. supplement Governors' funds to offset maintenance costs of the premises

### 3. Facilities

The spaces available for hire are the school hall, the kitchen (if hiring the hall), small meeting rooms and classrooms, the school playground and the field at the discretion of the Governors. The field will not be available for hire on its own due to the lack of toilet facilities.

### 4. Restrictions on hire

The following restrictions apply:

- a. priority is given to school activities, including those of the PTA
- b. letting is not allowed for public entertainment
- c. alcohol may not be served without specific permission from the Governors
- d. the premises must be vacated by 11pm
- e. special permission from the Governors is required for lettings on Sundays
- f. the premises are not let for private parties, except for children under 11 during the daytime, and to members of school staff. Other private parties may be allowed at the discretion of the Governors.
- g. car parking must be safe, legal and considerate

### 5. Review and evaluation

This policy will be included in the regular review cycle of the Governing Body, to be evaluated and reviewed by the Finance Committee.

**Appendix:** Letting form, with terms and conditions attached

Signed ..... Head Teacher                      Dated .....

Signed ..... Governing Body                      Dated .....

Date for next review: