

St. Joseph's Roman Catholic High School



Lettings Policy

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

1. Use of the premises for school functions will take priority over lettings.
2. The Governing Body will set charges for lettings guided by these principles:
 - a. Lettings to the School's Parent Staff Association 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 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 as determined by the Governing Body.
3. If lettings income is derived from letting assets owned by the Authority, such income will be paid into the School's official budget. Otherwise, the income will be retained by the school.
4. 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.
5. The school premises will not be let for functions where a Public Entertainment Licence is required.
6. Decisions whether to permit lettings will be made primarily by the Community Lettings Officer. Any concerns will be brought to the attention of the Head Teacher prior to the letting commencing who will liaise with members of the Governing Body who will decide if the letting should be allowed.
7. All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations and complete a form indicating that they agree that the premises are fit for use prior to commencing their activity.
8. All hirers must provide written evidence to confirm Third Party Liability insurance is effective, to satisfy Council requirements.

School Lettings are managed by Scott Warrington of School Letting Solutions (SLS).

