



St Paul's C of E Junior School

*Safe, successful learning.
Happiness and equality in a Christian setting.*



Lettings Policy

Revised 01.03.2016

This policy is written with reference to the Christian Foundation of the school

Introduction

This policy sets out the arrangements for use of the school premises by groups and organisations outside of normal school hours. It should be read with the relevant sections of LEA advice and guidance on Lettings and Lettings Insurance.

The school makes its facilities available for use by friends of the school and members of the local community in order to encourage links with the community and to make funds available for the benefit of the children at the school.

The charges made for the use of the school do not set out to generate large sums of money for school use but are intended to be a fair, representative cost of hiring facilities. Hirers should be aware that even if they are arranging activities that are for the benefit of some of the school's children, these cannot be subsidised by the school.

Charging Exceptions

- The St. Paul's School Partnership will not be charged for use of the school buildings and grounds for any of its fund raising functions and meetings.
- The Head and Site Manager may, in some cases, decide that a hirer of the school should be exempt from paying any letting fee or pay a reduced sum.

Availability of School for Hire

The building and grounds are often in use during the evenings and weekends by groups and organisations that are well known to the school. Any group or organisation may hire the school but the Headteacher and Governors reserve the right to refuse any booking without disclosing the reason.

The premises will be available for hire at any reasonable time, between 4.00 and 11.00 pm on weekdays and at weekends (hours after 11.00 pm to be agreed with caretaker) as long as there are no previous bookings and provided that the necessary arrangements can be made for locking and unlocking the school.

Hire of School Premises

Hirers are required to complete a booking form and charges are made in accordance with the scale of charges currently in force. The lettings policy is reviewed annually. There is a two-tier system, one for charitable, one for profit-making concerns. Hirers are required to abide by the Conditions of Hire (a copy of which is handed to them) and be aware of the insurance arrangements.

Should a problem arise

If a conflict arises between a school function and a booking made by any hirer, the school activity will always take priority. In normal circumstances, advance, written notice will be given but there may be occasions when this is not possible.

The school reserves the right to cancel any booking by giving 7 days notice, either verbally or in writing.

A minimum of 6 weeks' notice will be given in the event of any price rises.

At St Paul's Junior School our policy is a working document, which generates and informs good practice throughout the school.



St Paul's C of E (VC) Junior School

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Lettings Charges March 2016

	BAND 'A' (Charitable and non-profit making Organisations)	BAND 'B' (Profit making enterprises)
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Lettings Charge for 2 hours Monday to Friday before 11 p.m.

	Basic Charge	Each additional hour	Basic Charge	Each additional hour
Hall 2 Hours	£45	£15	£55	£20
Hall 1 Hour	£30	£15	£30	£20

Lettings Charge for 2 hours Monday to Friday after 11 p.m. Saturday, Sunday and Public Holidays

Hall	£55	£20	£70	£30
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Use of stage lighting will be charged at £2.50 per hour.

Charges for the hire of a classroom, netball court and field, are available on application, dependent on the days and times required.

Please note that these charges include:

- Caretaker's time for opening and closing the school.

- Cleaning as a result of the initial hire.
- Public Liability insurance.
- Heating and lighting as appropriate (excluding stage lighting).
- Secretarial and Administrative time.
- Use of school furniture and equipment (by prior agreement).

These costs will undergo an annual review and revised costs will be published and circulated to all existing regular users.

March 2016