



Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website
Apr 2018	FIN	Apr 2022	Yes

### Rationale

1.1 To delineate the parameters under which the school will let the school facilities for paying lettings and for community use.

### Purposes

2.1 To provide information for Governors, Parents and others about the school’s approach.

### Guidelines

- 3.1 Lettings will not be accepted from organisations or for activities which are ethically unacceptable to the school.
- 3.2 Hirers will be informed that school events will always take precedence over the regular booking of an organisation. As much advance notice will be given as possible of the school’s requirements.
- 3.3 Hirers will be informed that the school is a non-smoking site.
- 3.4 The costs and benefits of providing a comprehensive lettings programme will be monitored and evaluated by the Finance Committee of the Governing Body on an annual basis.
- 3.5 The school adopts HCCs terms and conditions on payments
- 3.6 The school uses the HCC hiring form for all lettings

### Conclusion

4.1 Lettings provide a service to the community. The school has a responsibility to manage the resources in such a way that the community benefits and the children are not disadvantaged.