



St. Vincent's RC Primary School

Lettings Policy - 2018

1. Scale of Charges

Area	Day	Time	Charge
School Halls & Classrooms	Monday to Friday	8.00 a.m. to 8.00 p.m.	£20 per hour
		8.00 p.m. to Midnight	£30 per hour
	Saturday	8.00 a.m. to 8.00 p.m.	£25 per hour
		8.00 p.m. to Midnight	£30 per hour
	Sunday	7.00 a.m. to 8.00 p.m.	£25 per hour
		8.00 p.m. to Midnight	£35 per hour

These charges are those recommended by the governing body, but are negotiable for internal groups at the discretion of the governing body and head teacher.

2. Areas Available

Halls and Classroom.

Equipment within those areas - At the school's discretion equipment may be made available to any outside group, e.g. floor mats. Generally, however, we would expect all equipment to be provided by the group itself.

3. Food Preparation

Discretionary use of school's own catering facilities (not kitchen). The kitchen may not be used without prior permission of the head teacher and cook.

Preparation of food to be discussed beforehand. Food handling certificate required by organisations.

4. Times Available

School facilities will be available during normal term sessions. Holiday sessions will be considered between the head and caretaker, with prior knowledge of these requests being given by the appropriate groups.

If necessary relief caretaking facilities will be arranged.

5. Internal Groups

- i. PTA lettings will continue to be subsidised through the school budget. It is considered that the benefits achieved through PTA functions, i.e. social community, contact with outside agencies often outweighs the profit made and plays a vital part in developing relationships between the various sections of the school community.
- ii. Brownies will continue to be subsidised and charged a fee of £15 per hour. .



- iii. Voosh Club (Holiday Club) will continue to be subsidised and charged a nominal fee of £90 per day, with effect from the 1st September 2018 to 31st August 2019 and then reviewed.

6. MUGA

The MUGA will not be considered for lettings.

7. Field Lettings

No field lettings to be considered to outside group unless agreed between St. Vincent's and Caldershaw head teachers. This will be after a request has been put to the head teacher or parish priest. (see procedure) No adult teams (playing on a regular basis) will be considered at all.

8. Procedure for letting

1. First contact should be with the head teacher or chair of governors.
2. Lettings form will be filled with appropriate details.
3. Request submitted to head teacher / chair of governors for consideration.
4. When letting being considered caretaking facilities must be agreed before the group is informed about the letting decision.
5. Holiday provision also to be considered.
6. Group is informed by head teacher / chair of governors.

9. Letting request form

See attached copy

10. Political Organisation

The governors of the school have agreed that the school premises will not be available for election meetings.

11. Third party Indemnity

All groups are covered by the LA and Diocesan insurance arrangements.

12. Damage to school property

Lettings are accepted by the governing body with full restitution for damages to property and facilities being covered by relevant responsible parties.

Agreed by Governors 22nd May 2018