



# Rushton CE (VC) Primary School

Happy Learning Together

[www.rushton.staffs.sch.uk](http://www.rushton.staffs.sch.uk)

## RUSHTON PRIMARY SCHOOL LETTINGS POLICY

The school, shall in its role in the community make its facilities available to the various groups and individuals within the area.

When approached regarding a letting consideration shall be made to:

- The suitability of the letting to the aims of the school and its standing within the community.
- The suitability of the timing in relation to other functions of the building and key holder's diary.

### **PROCEDURES**

- The income derived from lettings will be retained by the school and will contribute to the school's budget.
- Use of school premises for school functions will take priority over lettings.
- Decisions whether to permit 'one-off' lettings will be made by the Headteacher.
- Decisions regarding long-term lettings, including reduced rates for such lettings, will be made by the Finance Committee.
- It is the responsibility of the hirer to obtain Public Liability Insurance – a copy of which is required by the school
- All persons hiring the school premises will be required to conform to the relevant Health and Safety regulations.
- At no time must the School be left unattended during the hire period
- A responsible adult must be in attendance
- Letting charges will be reviewed annually by the Governing Body.
- No cars to be left overnight.
- Rushton School will not be held responsible for any loss or damage to property whilst on the School site.



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## **CHARGES:**

<b>Opening of School &amp; Hire of School Hall &amp; Playground for three hours</b>	<b>£15.00</b>
<b>Classrooms</b>	<b>£10.00</b>
<b>Each Hour in Excess of three hours</b>	<b>£05.00</b>
<b>Use of Field in conjunction with School</b>	<b>£20.00 set fee</b>
<b>Use of Playground separate from the School</b>	<b>£10.00 set fee</b>
<b>Use of Car Park</b>	<b>£10.00 per day</b>

**Reviewed July 2017**