



Rushton CE (VC) Primary School

Happy Learning Together

www.rushton.staffs.sch.uk

LETTINGS POLICY

Committee	Finance Govs
Approved by Governors	June 18
Review Date	June 19
Cycle	Annual

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.

CHARGES:

Opening of School & Hire of School Hall & Playground for three hours	£15.00
Classrooms	£10.00
Each Hour in Excess of three hours	£5.00
Use of Field in conjunction with School	£20.00 set fee
Use of Playground separate from the School	£10.00 set fee
Use of Car Park	£10.00 per day
Use of school tables and chairs	£10.00 per day