



St Helens Primary School

Lettings Policy

Reviewed by: FGB

On: October 2023

Next review due: October 2024

Chair(s) of Governors: Gary Booth & Matt Searle

Signature:

Gary Booth/Matt Searle

St Helens Primary School

Lettings Policy

It is the governing body's policy that whenever it is reasonable and practical, use of the school's physical resources by members of the local communities outside the school day be permitted.

Lettings to local groups will be dependent upon the completion of the attached application form, the completion of the Isle of Wight Council VAT exempt form (if appropriate) and, in the case of lettings to profit making organisations, sight of the hirer's Public Liability Insurance. (See note below).

The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc.) of the activity. Any profit generated by such lettings shall be solely used to benefit the education of pupils who attend the school.

The PTAs/Friends groups will normally be exempted from any charge in respect of fund raising activities or social events benefiting pupils and/or their families.

All lettings are subject to authorisation by the head teacher on behalf of the governing body. Notice of lettings will be made available to the Finance and Resource committee of the governing body.

Conditions of Letting

1. **Fees.** Charges for the hire of facilities at the school are:

School Hall	£15 per hour
	£80 full day (8 hours)
	£55 half day (4 hours)
Rooms	£10 per hour

The school reserves the right to negotiate charges for bespoke or long-term activities.

2. **Cancellation.** The full fee will be payable if notice of cancellation is less than one week before the event.
3. **Insurance.** In the case of profit making organisations, the hirer must provide their own Public Liability Insurance for all lettings. Evidence of the Insurance must be submitted with the booking form.
(Failure to produce this will mean that the booking cannot be confirmed).

Note: Non-profit making organisations and private hirers will be covered by the LA's "Third Party Hirers Insurance".

4. **Safeguarding.** For all hires involving children the hirer is required to provide the school with evidence of their Safeguarding policy, Staff Code of Conduct and DBS checks for all staff and volunteers.
5. **Behaviour.** The hirer is responsible for the behaviour of all persons organising or attending the function, be liable for any costs incurred by the schools, or any third party that results from any actions of any person organising or attending the function.