

# Wilton & Barford Primary School



## Lettings Policy 2015

The letting of the school premises to the community is welcomed, subject to the following conditions:

- Use of the premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles:
  - Lettings to the Wilton & Barford Primary School Parent teacher Association will be free of charge.
  - Lettings to bona fide community groups will be charged at a rate to cover caretaking, energy, administration and wear & tear.
  - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
  - Lettings to all other hirers will be charged at a rate to cover caretaking, energy, administration and wear and tear plus a profit margin determined by the Governing Body.
  - Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.
  - The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
  - The school premises will not be let for functions where a Public Entertainment License is required unless it is for the school's PTA.
  - Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.
  - All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations and take due regard of BEDS Health and Safety policy.
  - All hirers must carry sufficient Third Party Liability insurance to satisfy WCC requirements.

This policy should be read in conjunction with:

- Lettings guidance for governors
- Appendix C and D (including revisions)
- Health and Safety Policy
- School Security Policy
- School Lettings Terms and Conditions
- Safeguarding policy