



John Kyrle High School

Lettings Policy

Rationale

The aim of this policy is to support extra-curricular provision for young people and community activities of an educational, recreational or cultural nature.

Purposes

To share with the community the school's accommodation and resources for the mutual benefit of all parties.

To use income generated for the enhancement and improvement of key facilities.

Guidelines

- To vet all enquiries for purpose and refuse permission as necessary.
- To appraise Trustees of lettings program through finance committee.
- To ensure the goodwill of the immediate community is maintained by appropriate communication and management of lettings.
- To ensure all lettings are managed in accordance with regulations printed on reverse of each letting form.
- To set a table of hire fees that avoids any subsidy from any school budget.
- To define and pay Caretaker costs in line with LA recommendations.
- To review hire charges at least once a year.
- To provide for all school and PTA events on the basis of direct costs only.

Procedures

A member of staff will have delegated authority from the Headteacher:

- To approve lettings of a general or historical nature.
- To ensure that users are familiar with and responsible for, adhering to licensing regulations concerning the sale and consumption of alcoholic drinks.
- To ensure that users know that they are responsible for obtaining a license for Occasional Permission as and when necessary.
- To ensure that users recognise and adhere to all relevant Health & Safety procedures. Copies of the Health & Safety Policy are available at the office.
- To inform and advise staff of the school regarding forthcoming events and the use of areas, rooms and equipment as appropriate.
- To promote the availability of school facilities on the basis of the pricing strategy agreed by Trustees and within the agreed budget.
- The policy should be read in conjunction with the school's Health and Safety Policy and other relevant policies. Copies of the documents are available at the office.

Trustee:	Mr Rick Stevenson
Headteacher:	Mr N Griffiths
Leadership Group:	Mr J Docherty
Date:	February 2017