

# Lettings Policy



The Governing Body of St Joseph's Catholic Primary School approved this policy in September 2019.

## PRINCIPLES

We are committed to letting parts of St Joseph's Catholic Primary School premises and to maximise the income received from these lettings for the benefit of St Joseph's Catholic Primary School and its pupils.

### We aim to:-

- Generate additional income to St Joseph's Catholic Primary School for the benefit of its students
- Allow lettings for community use and commercial use
- Ensure there are clear "**conditions of hire**" and "**scale of charges**"
- Ensure the insurance and health and safety requirements of lettings are met in full

## PRACTICES

With the aforementioned aims in mind, it is the policy of this school:-

- That use of the premises for school functions will take priority over lettings.
- The Governing Body, or its delegated Sub-Committee, will set charges for lettings guided by these principles:-
  - Lettings to bona fide community groups will be charged at a discounted rate to cover caretaking, energy, wear and tear and administration.
  - Where St Joseph's Catholic Primary School is used as a polling station, the relevant authority will be charged the actual additional costs incurred by St Joseph's Catholic Primary School.
  - Lettings to all other hirers will be charged at costs plus a profit margin determined by the Governing Body, or its' delegated Sub-Committee, within the scale of charges shown at the end of this document.
  - Any damage to school property, furniture, fixtures or fittings will be charge directly to the Hirer.
- Income derived from lettings will be retained by St Joseph's Catholic Primary School, and costs incurred by St Joseph's Catholic Primary School for lettings will be met from this income.
- St Joseph's Catholic Primary School premises will not be let to individuals or organisations if there is a reason to believe that the name of St Joseph's Catholic Primary School will be brought into disrepute.
- The only acts of worship that can take place are Catholic at the discretion of the Governing Body on a case by case basis
- St Joseph's Catholic Primary School premises will not be let for functions where a Public Entertainment Licence is required.
- The Governing Body has delegated the decision on whether or not lettings should proceed to the Executive Headteacher. The Executive Headteacher will report to the Governing Body.
- All persons hiring St Joseph's Catholic Primary School premises will be expected to conform to the relevant health and safety regulations.
- The Governing Body, or its delegated Sub-Committee will carry out an annual review of lettings charges.