



# Cædmon School

# Lettings Policy

(Including Astro Pitch and Sports Facilities)

## HISTORY OF DOCUMENT

Issue Number	Author	Date Written	Approved by Governors	Comments
1.	CS	Mar 2005	2005	
2.	CS	Feb 2008	27/2/08	
3.	CS	Dec 2010	7 February 2011	Review 2013
4.	CS	Sept 2011	26 Sept 2012	Review 2014
5.				

Signature of Headteacher:

Signature of Chair of Governors:

## **What are our aims?**

The Governing Body seeks to promote the usage of school premises outside of normal school hours.

### **Priority of usage is:**

- Use by young people in education in the Whitby area
- Use for school functions, formal business meetings of the HASA, Governing Body or fund raising events for the benefit of the school
- Use by those affiliated to the Astro Pitch facility
- Use by registered Youth organisations and Drama/Music Centres
- Other uses approved by the Governing Body

Other uses are those that are consistent with the aims of the school.

Priority will be given to activities that benefit the children of the school, and the school community.

## **How is the policy implemented and monitored?**

- New lettings will be approved by the Headteacher and reported to the Governing Body through the termly "Report to Governors".
- The letting of classrooms will be permitted, but only with express approval of Heads of Faculty.
- The policy will be administered by the School Bursar in conjunction with the sports facility Development Officer and will follow the necessary Local Authority guideline procedures as specified in the LA Guidance Manual for Finance.
- In particular, records need to be kept for audit purposes:
  - A lettings Memorandum Account for financial and risk management purposes (Public Liability Hirers Insurance)
  - Lettings Applications Forms
  - Confirmation and Approval of Lettings Form
  - Site Manager / Development Officer record of hirings
- Regular checks will be made by the Site Manager to ensure that hirers meet their contractual obligations, for example, appropriate use, damage, facility left in a clean and tidy state.
- No lettings will be made without a contract and insurance indemnity, and the hirer will be reminded of their contractual obligations.
- The termination notice period will be 14 days for a single event, and half a term for a regular booking. In the event of breach of contract, termination can be immediate.
- The Finance Committee will review and amend charges annually in line with the school's budget year.
- Governors will review the policy and lettings of the school annually, in line with the schools budget year.

### **Appendix:**

A Lettings leaflet & charges