

THOMAS GRAY PRIMARY SCHOOL

LETTINGS POLICY

(See also Lettings Procedures for further information)

The Governors recognise that the various facilities of the school could be used by groups from the local community, provided this usage does not conflict with the interests of the school. The principles upon which lettings will be conducted are:-

1. The group using the facility meets the conditions laid down by Sefton LA for Lettings.
2. Full responsibility for insurance is with the hirer who must evidence adequate insurance cover.
3. The activity of the group using the facility does not conflict with the aims and ethos of the school.
4. The income from the lettings must cover all costs of making the facility available and may include an element of profit for the use of the school.
5. If the activities of the group give cause for concern the lettings may be withdrawn immediately.
6. The use of facilities does not affect the normal operation of the school.
7. The decision of the Governors on whether or not to hire a facility is final.

Procedures for Hire of Facilities

1. Initial enquiry is by letter and addressed to the Headteacher.
2. Application made by an organisation.
This should be completed on the Sefton Letting Form and be accompanied by details of:
 - The name and nature of the organisation;
 - The officers of the organisation;
 - Details of how the organisation intends to raise money to pay for the lettings.
3. Applications considered by Headteacher in consultation with Governors to ascertain:
 - Suitability of application;
 - Availability of dates/times required;
 - Impact on normal operation of school.

4. Applications approved or rejected:

- If approved – letter to group concerned giving conditions.
- If rejected – letter to group concerned giving reasons. Group may appeal to Governors Buildings, Premises and maintenance Committee.

5. Other requirements:

- Premises are left in the condition they were found in.
- Activities are restricted to specified area;
- No smoking or dangerous substances to be used on premises.

Signed: _____ Date: _____
Chair of Governors

Signed: _____ Date: _____
Headteacher

Date to be reviewed: _____