



Batchwood School
make every day count

Lettings Policy

Next Review January 2018

**Ratified: Resources Committee
Signed: Chair of Governors
January 2017**

INTRODUCTION

The Governing Body is responsible for the use of the School Premises outside of School hours and regards the school buildings and grounds as a community asset. The Governing Body will seek to maximise the use of the premises to support the local families, services and community, with first priorities for providing the best possible education for its pupils. Any lettings of the premises to outside Organisations will be considered with this in mind. It is important however that requests for lettings are fully considered and that the lettings are properly documented to ensure all parties are aware of their mutual responsibilities.

This policy is therefore expected to assist this and provide advice on:-

1. Definition of a school letting.
2. Types of Agreement
3. Governance
4. Administrative process
5. Matters for Consideration, including Finance Issues, Public Liability, Health and Safety and other matters
6. Hiring charges

1. DEFINITION OF A SCHOOL LETTING

A letting may be defined as *“any use of the school premises (buildings and grounds) by either individuals or community group (such as a local music group or football team), or a commercial organization (such as the local branch of ‘Weight Watchers’)”*.

A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for its students. Use of the premises for activities such as staff meetings, parents’ meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s delegated budget.

This use of the school premises by way of a letting is a temporary arrangement for the use of the accommodation. It is expected that the letting will usually be by completion of a school letting form, or occasionally a more formal Hiring Premises Management Agreement. Advice on what is the most appropriate form of Agreement can be found below.