

APPENDIX A

LETTINGS POLICY

1. St Marychurch School Governors recognise the letting of the School premises as :
 - a valuable community resource.
 - a capital investment which should be fully utilised.
 - educational usage of educational premises constitutes a natural priority.
 - profit margins are welcome when derived from private or commercial usage but are not the objective when facilitating educational activity by designated users.

2. (a) St Marychurch School Governors recognise that many individuals and groups will approach the school with a view to hiring the premises or part. There will be approaches from three classes of users -
1) Statutory Users 2) Designated Users 3) Private Users.

(b) All hirers must complete the Torbay Council's Letting Form. The Headteacher and School Bursar have delegated authority to sign hire forms on behalf of the school. The person authorising the letting must check the insurance arrangements for any club/society/group that uses the premises on a regular basis.

3. Private Lettings are at the discretion of the Governing Body.

4. Pricing Policy to take into account - Security, heating, lighting, caretaking, cleaning, wear and tear and administration.

Community Lettings:

To include security, cleaning, energy costs and use of basic facilities.

Per classroom per 2 hour session inclusive	£25.00
Hall per 2 hour session inclusive	£40.00
ICT Suite with use of IT facilities including printers, (please note: paper must be provided by hirer).	£55.00

Private Lettings: (as above + costs) (Costs per hour)	Mon-Fri	Weekend Saturday	Weekend Sunday	Bank Hol.
Security only	£20.00	£20.00	£22.50	£30.00
Cleaning:	£15.00	£15.00	£20.00	£27.50
Energy per hour	£5.00			
Administration	10% of other hire charge			
Sports Field/Pitch	£25.00 per game			

A charge equal to 15% of all other charges will be made as profit for the school.

Charges for use of premises for holiday club, camping, residential use to include -

- 1) buildings & grounds 2) grounds only 3) sleeping only (i.e. per capita) 4) use of kitchen

To be agreed by the finance committee in the event of an enquiry

All hire charges to include the use of toilets.
Payment for all lettings to be made in advance.
A cancellation fee of £15 will be retained by the school in the event of cancellation.
VAT to be added where applicable at standard rate.

Adopted by the Full Governing Body 15.6.11

To be reviewed annually by the Finance Committee