

# THE SIR BERNARD LOVELL SCHOOL

## LETTINGS POLICY

One of the aims of the school is to become a centre of lifelong learning for the whole community. It is hoped to open up the premises for educational, recreational and community use. The governors will consider all requests for letting the school facilities with power to give consent delegated to the Headteacher and/or Business Manager and Campus Manager as appropriate

The policy covers lettings of rooms/facilities within the main school buildings and also the hire/letting of sports facilities, both indoor and outdoor.

School activities will have first call on the facilities, but every effort will be made to accommodate community groups and individuals.

The guiding principles are that the hiring fees are set to cover the costs of caretaking/site supervision, maintenance of the facility. If there is a surplus, this will be used to reinvest in the facilities and the learning environment.

### Lettings for Main School facilities

1. The school will normally make a charge for use of the school premises by outside bodies, including other council users, statutory use, registered youth and community groups and commercial users.
2. Priority in main school lettings will normally be given to educational and community users.
3. Groups and individuals wishing to use the premises must work within the guidelines laid down in the Schools Financial Procedures Manual (South Gloucestershire Education Department) and in the Health and Safety Policy.
4. Groups and individuals wishing to use the premises must work within the guidelines of the school Equality, Diversity & Cohesion policy. Lettings will not be made where purposes run contrary to promoting equality of opportunity.
5. Lettings charges are calculated taking into account all marginal costs of operating the let, including additional caretaking costs/supervision, heating and light and facilities required, Lettings will not be made where there will be a financial loss to the school.
6. Lettings charges will be operated fairly. Published rates will be reviewed each year by the Finance Committee. These rates will only be waived at the discretion of the Head and Chair of Governors Finance Committee.

### Community Sports Facilities

7. The financial management of the sports facilities will be arranged in the Community Budget and subject to a separate annual and three year business plan.

8. The operational management of the sports facilities will be set by a sub-committee and steering group made up of school and community interests, under the Finance and Premises Committee.
9. The allocation of sessions and lettings will be as set out in the terms and conditions document.
10. Hiring fees and conditions and booking forms will be available through the Business Manager or Campus Manager; these will be reviewed at least annually.
11. The hirer must comply with all conditions outlined in these documents.

The policy is reviewed every 2 years and the hire charges/ lettings fees reviewed annually for approval by the Finance/Premises Committee.

Adopted: ..... Date: .....  
 Head

Adopted: ..... Date: .....  
 Chair of Governors

Due for Review .....