

Lettings Policy

St Aidan's CE Academy



Updated: January 2026
Review Date: January 2027

Lettings Policy

Introduction

The governors recognise that the school premises constitute a valuable asset for the community as a whole both within and outside school hours. They acknowledge that the use of the premises is ultimately a matter for the headteacher, but they positively encourage the utilisation of the school building and land in a manner which is consistent with the aims and purposes of the school. Allowing the school premises to be used outside school hours is not without its costs; this policy is designed to ensure that the school is covered financially when doing so.

This policy should be read in conjunction with the Health and Safety Policy

Lettings

Hiring rates legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example costs of electricity, heating and payments to members of staff, before allocating income to anything else. The surplus will be available for use by the Headteacher in consultation with the governors.

Procedure

Potential hirers will be given an Application for Hire of Premises (Appendix 1) and Conditions of Hire (Appendix 2).

- Bookings and payment of all fees must be made at least 14 days in advance through the school office.
- The school's administrator will account all monies in connection with school lettings. They will co-ordinate all correspondence and maintain all records required for lettings.
- A diary of all lettings shall be kept by the Headteacher and Site Manager.

Charges

The school operate a £25.00 per hour charge for school premises; however, this charge may be amended at the Headteacher discretion any time prior to the booking confirmation being issued.

Hourly rate is subject to the requirements of the booking. Consideration will be taken when school equipment is used such as IT, musical instruments or additional lighting.

Licences

A copy of any license permissions eg: alcohol licence, must be given to the school's Administrator and kept in the office.

Unsuitable Lets

The Governing Body will retain an absolute discretion to determine what an unsuitable let is. In all instances, the decision as to suitability will rest with the Governing Body. The Headteacher is authorised to make day-to-day decisions on behalf of the Governing Body and may seek advice from the Chair of Governors and/or the Resources Committee about any aspects of implementing this policy.

Cases of Disorder

If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by the Site Manager. If they refuse, the police will be involved.

Site Manager

The Site Manager should be informed of all lettings, whether or not he will be on duty for the letting.

If the Site Manager is not on duty, the person responsible for supervising the letting must know the procedures to be followed in the event of an emergency, e.g. the whereabouts of first aid supplies, emergency telephone, fire extinguishers and emergency exits. He must also know the procedure for reporting any damage to property or premises and ensure that a report is submitted.

Where the Headteacher or Deputy Headteacher attends governor or PSA meetings or small social events, they may, if they wish to, dispense with the Site Manager's presence, thereby avoiding such costs.

Review

The Governing Body will review this policy every year.