



**HOLY FAMILY**  
Catholic Primary School

## **Lettings Policy**

The policy of the Governors is that the school should seek to maximise income generated through the promotion and hiring of facilities. The Governors are committed to a community development programme which includes access to school facilities by the community in its broadest sense – ie staff, parents, pupils, local residents and groups, school linked organisations.

The school premises will be available for lettings, subject to SSO availability, from Monday to Friday evening exclusive and during the daytime at weekends when not required by the school.

The delegated budget should not subsidise the costs of letting. It is the policy of the school to ensure that the cost of credit/bad debt is kept to a minimum commensurate with the nature of the business by frequent monitoring and in accordance with the Council's Financial Regulations, specified within the LMS Scheme. Payment should be made in advance unless prior written permission is obtained.

The school's hiring practises should be kept under annual review to ensure that the building is economically used and by hirers of a reputable character in accordance with the city Council's Lettings guidelines. The school's premises will not be let to any persons under 18 years of age or to any organisations with an unlawful or extremist background.

All hirers must be familiar with, and adhere to the schools' Conditions of hire.

The Lettings policy and charges should be reviewed annually.

### **Procedure**

The arrangement for the day to day management and approval is delegated to the Headteacher.

Credit facilities will not be given. Payments can be made in advance or at the end of each month.

Invoices should be issued monthly or quarterly with payments required in advance. The Headteacher should be informed where accounts have not been settled.

In the event on non-payment, the hirer should be contacted and where necessary, access will be refused until payment is made in full.

Where payment is not made, Headteacher to initiate recovered procedures / write off procedures in accordance with the City Council Finance Manual Procedure.

The authority and process for the write off of debts shall be:

Up to £500	Headteacher with report to Governors
£500 - £5000	Board of Governors approval
Over £5,000	Board of Governors and the City Treasurer

#### Health and Safety

A meeting will be held with the Head Teacher prior to lettings to ensure that the person arranging the letting is aware of their responsibilities regarding health and safety within the school and a copy of the school's health and safety policy will be handed to them for information. It is the requirement of the school that whoever is responsible for using the school premises is made aware that they have sole responsibility for all Health and Safety issues, have adequate First Aid provision and are aware of Emergency Evacuation Procedures.

Reviewed Autumn 2025

Next Review Autumn 2026