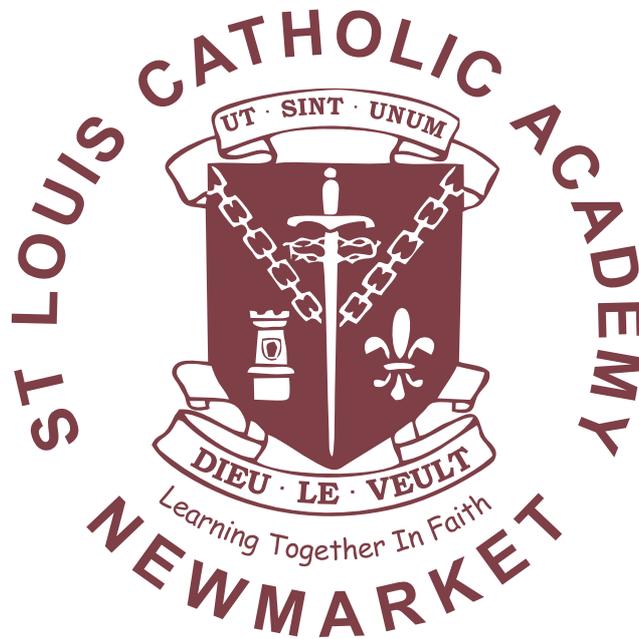


St Louis Catholic Academy
“Learning Together in Faith”

Lettings Policy



Date approved	10th February 2015
Signed	Mrs J Whipp (Chair of Governors)
Minuted	10th February 2015
Date of next review	February 2018

Purpose: To define our policy on the letting of the school premises by the community.

Date: 15 January 2015

The letting of the school premises by the community is welcomed, subject to the following conditions:

1. Decisions whether to permit lettings will be made by the Headteacher on behalf of the Governing Body. If the Headteacher believes a letting should not be permitted the reason will be reported to the Governing Body. The decision of the Headteacher will be final.
2. Use of the premises for school functions will take priority over lettings.
3. The Governing Body will set charges for lettings guided by these principles:
 - a) Lettings to the Roman Catholic Parish of Our Lady and St. Etheldreda and to the Community of the Sisters of St. Louis will be free of charge.
 - b) Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear and administration.
 - c) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - d) Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
4. Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.
5. All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations and the Schools Health and Safety Policy.
6. All hirers must carry sufficient Third Party Liability insurance to satisfy the Academy requirements. (Currently a minimum of £5,000,000)
7. All hirers are required to provide copies of their H&S and Insurance Policies, and will be evaluated by the Headteacher & Business Manager on behalf of the Governing Body.
8. Academy procedures will be clearly explained to the hirers in writing; hirers are required to undertake a fire drill.