



## CHESTNUT LANE SCHOOL

### LETTINGS POLICY September 2018

The Governors wish to maximise the use of the school and to encourage local groups to use the amenities.

#### **AIMS:**

Naturally the educational and other statutory requirements for the use of the school will take precedence over all other use. The order of priority is:

1. school purposes, including meeting of Governors,
2. educational activities sponsored by the local community,
3. wider community educational use, eg. Sports, and arts,
4. other approved and appropriate use.

This would maximise the use of the school for the mutual benefit of the school and local community and also generate additional revenue for the school.

#### **PROCEDURES:**

Full information and guidance detailed in the booklet: "Information and Guidance for the Hirer for the Wider Use of Educational Premises". The procedures outlined should be adhered to.

Charges for the hire of the facilities will be reviewed annually by the Finance Sub-Committee with guidance from the local authority.

#### **LETTING CHARGES: Please see attached appendix for this years' fees.**

If more than one area is to be hired then the overall charge can be reduced accordingly. Exact charges will be negotiated by the hirer and the head teacher.

*Next review June 2019*

## **LETTINGS APPENDIX**

### **Hall Hire - Private Use**

Monday – Friday only (after school hours)

1<sup>st</sup> hour £28.00 – Additional hours at £17.00 per hour

At the discretion of the Finance Committee and Headteacher an allowance for regular bookings can be made to charge the Additional Hours fee only.

### **Hall Hire – Local authority recommended activities**

£53.80 per session (After school hours)

*This will be reviewed annually at the end of summer term to include an increase agreed by Adult Learning and Chestnut Lane Infant School.*

### **The school facilities for Extended services held during the school day, including Woodlands**

£5.00 per session

### **Brownies**

An annual donation of a minimum of £160.00 to be paid yearly in April.

**An allowance will be made to charitable organizations at the discretion of the Headteacher.**

**All charges are to be reviewed in the summer term by the Finance Committee and Headteacher.**