

LETTINGS POLICY

The Governing Body adopts all Guidance and Circulars issued by the Nottinghamshire County Council Education Department within its Lettings Policy. The Governing Body have given due regard to the Human Rights Act 1998 in the formulation and operation of the Lettings Policy.

LETTINGS FEES

The Lettings Fees are made up of the following elements: -

- (a) Site Managers Fees – These will be determined by the number of persons using the premises on each letting, the duration, time of day and the area of the school used.
- (b) Energy Costs – These will be calculated using the previous year's budget figures, taking into account VAT and Inflation and will be charged on an hourly basis.
- (c) Fixtures and Fittings Fee – A fixed fee will be attached to each letting regardless of the duration of the letting to cover wear and tear of the school premises.

BOOKING ARRANGEMENTS

- (1) The total cost of each letting will be determined at the time of booking.
- (2) Any additional requirements requested by the Hirer such as special requests for room layout, additional furniture or the use of flip charts will not be covered by the Letting Fees and will be negotiated at the time of booking.
- (3) Charges for each booking are as follows and will be reviewed annually by the Governing Body:-

Community bookings will be charged at £50.00 per session with a maximum session time of three hours.

Other bookings will be charged at £25.00 for the first hour and £15.00 each subsequent hour or part of an hour.

- (4) Access will be available ten minutes before the booked time and vacated promptly at the end of the session.
- (5) All persons connected with the booking must remain in the room hired and not wait in access areas.
- (6) Smoking is not allowed in any part of the school building or grounds.

BREAKAGES

The Hirer shall be responsible for any breakages or damage howsoever caused and reimburses the school in full to replace or repair such breakage or damage.

APPROVAL OF BOOKINGS

The Head Teacher shall approve all bookings having due regard to the nature and purpose of the organisation wishing to hire the School Premises taking into account the provisions of the Human Rights Act 1998. The Head Teacher will also take into account the PREVENT Duty July 2015. This seeks to protect children and young people from being drawn into or exposed to the ideologies and messages of all violent extremism.

The Head Teacher reserves the right to refuse any booking.

MISCELLANEOUS

The maximum number of persons using the School premises on any Letting shall be limited to 150 (one hundred and fifty).

COMPLAINTS

Any complaints in respect of the Letting must initially be referred to the Head Teacher. In the event of the complaint not being resolved The Hirer should complain in writing to the Governors of Derrymount School. Consideration will only be given to complaints made in writing.

Last Reviewed:

Signed:

Date:

Finance & General Purposes Representative

Signed:

Date:

Head Teacher.