

QUEEN ELIZABETH HIGH SCHOOL

LETTINGS POLICY

Principles

We are committed to letting various parts of the school premises (e.g. Halls, Sports Facilities, Conference Centre and classrooms etc) and to maximise the income received from these lettings for the benefit of the school and its students.

We Aim To:

- Generate additional income to the school for the benefit of its students
- Allow lettings to three main categories:
 - Community Use
 - Commercial Use
 - Charitable Use
- Ensure there are clear “Conditions of Hire” and “Scale of Charges”
- Ensure safeguarding, insurance and health & safety requirements of lettings are met in full

PRACTICES

With the aforementioned aims in mind, it is the Policy of this school:

- That use of the premises for school functions will take priority over lettings.
- The Governing Body reserves the right to amend their lettings charges at any time they should see fit.
- The Governing Body will set charges for lettings guided by these principles:
 - Although the school is not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Head Teacher.
 - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - Lettings to all other hirers will be charged at cost plus a profit margin.
 - School functions and events organised by the Governing Body or Friends of QEHS are exempt from all charges as they fall outside the scope of letting arrangements.
- The school will retain income derived from lettings, and costs to the school of lettings will be met from this income.

- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- In accordance with the Local Government Miscellaneous Provisions Act 1982 a licence is required for events involving Public Entertainment. Information regarding this is included in the Lettings Information Booklet.
- Decisions whether to permit lettings will be made by the Governing Body. If the Head Teacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.
- All persons hiring premises or facilities must follow the procedure detailed in the Lettings Information Booklet and complete a Lettings Enquiry Form.
- All persons hiring the school premises will be expected to conform to the relevant requirements set out in the Lettings Information Booklet.
- The Charter Restaurant and Conference Centre has a separate bookings policy document and procedure.

This policy was agreed by the Finance & Premises Committee at their meeting on Wednesday 16 June 2010.

Signed		Chair of Governors	Date	
Signed		Headteacher	Date	
Review Date:	May 2011			