Bollington St. John’s Church of England

Primary School



*Where talent grows*

Head Teacher: Mrs M. Walker

Head of Teaching, Learning and Assessment: Mrs E. Watson

 *“Whatever you do, work at it with all your heart, as working for the Lord”*

***Colossians 3:23***

**Lettings Policy**

**(Appendix T MOIP)**

The Governing Board of St John’s is keen to see the premises used for the benefit of the whole local community. The education of children is the prime purpose of our school; however, we believe education is a lifelong process which should be open and accessible to all. This policy sets out the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are hired.

The use of our school premises at all times other than during the school day is under the control of the Governing Board of our school. (Education Act 1986; section 42; no. 2.)

Our Lettings Policy operates within the framework of our Equal Opportunities Policy.

The Sex Discrimination Act 1985 and the Race Relations Act 1976 apply throughout this policy and will be adhered to throughout all stages of our lettings procedures.

Having regard to our duty under the Race Relations Act 1976 (but without prejudice to our duties under the Representation of the People Act 1983), the Governing Board will not let the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

In deciding whether or not to let our premises the Governing Board will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the Governing Board reserves the right to require a reference from a reputable hirer, before any booking is accepted.

We will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions are clearly stated in our Conditions of Usage and Booking procedures documents, which will be sent out with all application forms.

The final decision on compliance lies with the Governing Board.

Any income should be paid into the school budget or school fund. Events organised by the Governing Board and the Parents Teachers Association (PTA) are integral parts of the school’s mission and are not therefore considered to be lettings and are exempt from charges.

**Insurance**

Adequate public liability insurance is required to be demonstrated by community organisations using the school premises. School public liability insurance covers all activities approved by the school including PTA and Governing Board events.

Use of Kitchen areas requires users to hold current food hygiene certificates.

**Charging**

The Governing Board are responsible for setting the charges for the letting of the school premises. Costs cover:-

* Cost of services
* Cost of additional staffing where appropriate
* Cost of administration
* Cost of wear and tear

The standard charge for letting of the school hall is £25/hour, but can be altered at the discretion of the Head or Governing Board. Other charges relating to specific usage will be at the discretion of the Governing Board.

Date: March 2025