

Cantonian High School

Ysgol Uwchradd Cantonian



THE BEST FROM EACH
SUCCESS FOR ALL

Lettings & Charging Policy

November 2014
Reviewed March 2018 – no changes
Reviewed October 2018 – job titles amended

This policy was adopted by Governors on 03 December 2014

1.0 Principles

- 1.1 We are committed to letting various parts of the school premises (e.g. hall, gym, sports hall, etc.) and to maximize the income received from these lettings for the benefit of the school and its students.

2.0 We aim to:

- 2.1 Generate additional income to the School for the benefit of its students.
 2.2 Ensure there are clear 'Conditions of Hire' and a 'Charging Policy'.
 2.3 Ensure insurance and Health & Safety requirements of lettings are met in full.

3.0 Practices

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

- 3.1 That use of the premises for school functions will take priority over lettings.
 3.2 The Governing Body will set charges for lettings guided by these principles:
 3.3 The Governing Body will retain income derived from lettings and will be used to make contributions to the School for specific premises related projects.
 3.4 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.
 3.5 Where the school premises are let for functions where a Public Entertainment License is required, it is the responsibility of the hirer to acquire the appropriate license.
 3.6 Decisions whether to permit lettings will be delegated by the Governing Body to the Headteacher and the Business Manager.
 3.7 If the Headteacher or Business Manager believes a letting should not be permitted he/she will report the reasons to the Governing Body.
 3.8 All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations and provide a copy of their public liability insurance certificate.
 3.9 There will be an annual review of lettings charges.

Summary of Charges	
Hire of Newydd Davies or Newydd Newydd	Charges: £10 per hour
Hire of Main School Hall	Charges: £20 per hour
Hire of Girls & Boys Gym	Charges: £15 per hour
Hire of Dutch Barn	Charges: £10 per hour
Hire of Pitch Football/Rugby	Charges: £10 per hour
Hire of Classroom	Charges: £10 per hour
Hire of Field for fete, fun day etc.	Negotiable % of profit to be agreed at time of booking
For hire periods outside of normal letting hours, i.e. Weekends and School Holidays and for other school facilities.	Charges: Charge to be calculated using charges above, plus additional charges for caretaker time and energy costs. To be calculated upon request.

Policy Review

This policy will be reviewed annually.

Agreed by Headteacher: *Seyid*

Agreed by Chair of Governors: *Whangan*

Date of Issue: *NOVEMBER 2014*

Date for Review: *Spring 2019*

