



**Dream Believe Achieve**

## **Rivermead Primary School**

### **Lettings Policy**

**Committee Responsible: Finance and Resources**

**Date of Ratification by committee: 11<sup>th</sup> July 2022 FGB  
Minute Reference: 11.3**

**Date of Next Review: Summer 2025**

#### **Document History**

<b>Version</b>	<b>Date of Review</b>	<b>Changes/Comment</b>
<b>1.0</b>	<b>October 2012</b>	<b>Issued</b>
<b>2.0</b>	<b>March 2014</b>	<b>Reviewed &amp; Issued</b>
<b>3.0</b>	<b>June 2015</b>	<b>Reviewed &amp; Issued</b>
<b>4.0</b>	<b>March 2017</b>	<b>No changes</b>
<b>5.0</b>	<b>April 2018</b>	<b>No changes required</b>
<b>6.0</b>	<b>May 2022</b>	<b>Minor editorial changes made and hire uses amended</b>

The prime concern of the Governing Body is towards the children of the school and the quality of the education they receive. Unless there is a clearly perceived benefit to pupils from a particular use of the premises, any costs should be covered by the lettings charge. Before a letting is considered PTA events should be given priority over any commercial, youth or community lets. Once a let has been agreed the school and PTA will work in partnership to ensure that there is as little inconvenience as possible to the lettee. The PTA will liaise with the Head who will in turn liaise with the lettee.

Enclosed teaching areas can be hired out subject to availability, only at the end of the school day or at the weekend. These may be subject to cancellation if necessary.

Unless previously agreed with the Head, no person should venture into any teaching area unsupervised.

Halls are available for hire for regular (defined as more than one occasion non-contiguous) commercial lettings. This will exclude any form of public entertainment.

Criteria for selection of commercial lettings also apply to youth or community groups. Halls may also be let to charity groups, Rivermead staff and senior citizen groups.

Hiring of the playground or playing field will be considered for a limited number of bookings subject to consideration of the condition of the field. Consideration must also be given to potential disturbance to neighboring properties.

Proof of insurance cover, to the minimum Borough Council requirements, must be provided prior to agreement of the lettings.

Consideration has to be given to the physical limitations of the building when approving lettings.

The Governing Body reserves the right to refuse any lettings it considers unsuitable.

The letting charges are reviewed annually. The current charges are held by the School Business Manager.