



## Stockport School

### Lettings Policy

#### 1. Introduction

The School is a central part of the larger local community and as such we welcome the Letting of the school premises by the local community. Lettings income includes income from hiring out rooms or pitches.

#### 2. Principles

All lettings income is paid into the Lettings cost centre and paid into the School's bank account. Lettings income is not paid into any voluntary or private fund held by the School.

Use of the premises for school or LA functions take priority over lettings.

It is the Governing Body's responsibility to agree to the terms of any proposal to let any part of the site or buildings.

The Governing Body employs these principles when setting charges for lettings:

- Lettings to bona fide, non profit making community / voluntary groups will be charged at cost, to cover caretaking, energy, wear & tear and administration.
- Lettings to the PTFA are provided free.
- Lettings for staff functions are provided free.

The school premises will not be let if there is any reason to believe that any individual or organisation involved in the letting may bring the School's name into disrepute. If any member of staff believes a letting should not be permitted he/she must report their concerns to the Governing Body.

The School has a Public Entertainment Licence and is therefore suitable for functions where this is required, e.g. school play/concert.

Individuals and/or organisations hiring any part of the school premises must conform to any relevant Health and Safety regulations.

#### 3. Procedure

The hirer is given a Hire Agreement and 2 copies of the Conditions of Hire and a Scale of Charges.

The Hire Agreement and one signed copy of the Conditions of Hire which are returned to school and kept on file.

The agreements are renewed annually on 1st April with the new charges.

Invoices are issued with 30 days payment.

Bad debts shall be written off in accordance to the School's write off procedures.

Charges are reviewed annually by the Governors.



## Stockport School

This Policy will be reviewed at least every two years.

**Last reviewed and modified: March 2023**

**Review date: March 2025**