



Sir Tom Finney Community High

Lettings policy statement – reviewed Autumn 2020

PLEASE NOTE: AT TIME OF REVIEW THE SCHOOL WAS UNDER ADDITIONAL COVID -19 RESTRICTIONS AND AS SUCH DECISIONS HAVE BEEN MADE NOT TO PARTICIPATE IN ANY LETTINGS. THIS WILL BE REVIEWED ONCE RESTRICTIONS HAVE BEEN LIFTED OR IN JANUARY 2021 WHICHEVER IS SOONER

Lettings can be viewed as a community service offered by the school to allow members of the public and group organisations benefit from the wide range of facilities that are part of the school buildings and premises both inside and outside. This policy details briefly how lettings will operate both during and after the school day. Greater detail will be held separately pertaining to any specific individual letting and can be obtained on request.

1. The Governing Body encourages community use of the school buildings. Lettings during the school day will be managed by school. **Lettings beyond the school day and weekends will be managed by EITHER a partner Lettings company or school depending on partnership agreements if in place**
2. School events will take precedent and a written service level agreement between school and any partners will adhere to this.
3. School day lettings will require school to ensure they have met the hirer and understood the nature of the letting request.
4. During the day school lettings costs will be determined by the school and account will be taken if it is a school or non-school organization. Non-school organizations will not be expected to be subsidized by the school. **Any partnership lettings will be at the fixed prices agreed with school.**
5. For school based lettings:

- a) Each hirer will be required to have a named contact person
 - b) School will determine if a named person from school needs to remain with the lettings group or whether they need to be on call.
 - c) A letting must have written request, signed and approved by STFCH
 - d) ANY HIRER MUST BE ADEQUATELY INSURED
 - e) All hirers must comply with all paperwork, and guidance of the letting rooms/facilities and comply with all Health and Safety legislation.
 - f) The hirer is responsible for all DBS checks as required and will show evidence of this to school if requested.
 - g) Payment arrangements will be agreed beforehand
 - h) All school policies must be complied
6. For a partnership letting the details of the contractual arrangements between school and the preferred partner must be complied with.