



BISHOP VESEY'S GRAMMAR SCHOOL **LETTINGS POLICY**

RATIONALE

The Governing Body of Bishop Vesey's Grammar School wishes to administer the letting of the school premises out of school hours for the benefit of:

- a) Community Groups
- b) Youth Groups
- c) Local Residents
- d) Increased income for teaching and learning in the School

The Governing Body will work within DfE Guidelines and intend to prioritise lettings in the following order:

- 1) For the benefit of users of the School
- 2) Use for school functions, Parents/Teachers Associations or fund raising activities
- 3) Voluntary Organisations
- 4) Other users approved by the Governing Body

For weekday bookings, the Governing Body will be seeking a minimum advance booking of one term.

The Governing Body has the right to refuse any application where it feels the aims of the hirer are not consistent with any school policy.

The Governing Body has the right to refuse any application without explanation.

HIRE CHARGES

The Governing Body fully recognises the need of community groups, and the hire charges are structured to enable these groups to take advantage of the School's facilities. However, schools are not permitted to make an overall loss through letting of the premises as the school's budget cannot be used other than for children's education.

The pricing structure is based upon charges for similar local facilities, but the Governing Body may exercise flexibility in setting charges for long-term and large-scale users. It is the intention of the Governing Body to charge the real cost for the use of the premises to all hirers.

The current hire charges are detailed below and will be reviewed annually by the Governing Body.

ADMINISTRATION

The School will adhere to the administrative procedures detailed in Academies Financial Handbook, and the Finance Director & School Business Manager will have overall responsibility for this area.

CHARGES

School facilities are available for letting at the discretion of the Headteacher and the Governing Body. The schedule of current fees below highlights the lettings cost for various areas of the school.



Bishop Vesey's Grammar School

Sports Facilities Charging September 2016 to August 2017

Sports Hall	(All Uses)	£30.00 per hour *
Sports Fields	Football (Any Pitch)	£21.00 per hour *
	Cricket (1st Pitch)	£110.00 per match *
	Cricket (Other Pitches)	£68.50 per match *
	Cricket (Astro Wicket)	£52.00 per match *
Astro Turf	(Hockey Only)	£65.00 per hour *

Other Lettings & Facilities Charging September 2016 to August 2017

Classroom Hire	(Weekday Evenings)	£17.00 per hour *
	(Weekends)	£25.00 per hour *
Medium Hall (OBS)	(Weekday Evenings)	£27.50 per hour *
	(Weekends)	£32.00 per hour *
Large Hall (BS)	(Weekday Evenings)	£30.00 per hour *
	(Weekends)	£37.50 per hour *

*Additional charges may apply for damage of equipment/facilities or leaving the facilities in need of additional cleaning.

All Lettings and Facilities hire are subject to the agreement and adherence to the conditions of hire document.

CONDITIONS OF HIRE

A Conditions of Hire document must be signed by the member of the public deemed the hirer once the letting has been agreed and received in the school before the letting commences.

Date agreed by the Governing Body:

Signed: (Chair of the Governing Body)

Review Date June 2017