



LETTINGS POLICY

June 2026

Lettings Policy

Governors are committed to the use of school buildings and facilities for wider community use, wherever possible and within the parameters set out below.

The school is not, currently, able to offer the use of the buildings for lettings. Only the field and playground are available for lettings.

The final decision as to whether or not a letting will be accepted will rest with the Governing Body.

Governors accept their responsibility in that no letting will be a charge to the school budget.

All lettings will incur an appropriate fee, which will be agreed prior to the commencement of the letting and will include the following:

- key deposit of £10 per key required (only outer gate keys will be provided)
- a nominal charge for the use of the field/playground dependant on time required

The costs will be determined by such guidance as is issued from time to time by the Local Authority, and are non-negotiable.

If an organisation or individual defaults in payment of the agreed fee and payment is not received within four weeks of the letting then we reserve the right to cancel the letting.

All individuals/companies using the school playground/field will be required to have their own public liability insurance, DBS certificate (if required) and any other relevant qualification or certification for the activity that is taking place. Copies of all paperwork will need to be provided to the school prior to the commencement of the letting.

The school will not take any responsibility for accidents, injuries, theft or damage to individual's property whilst the letting is taking place.

The school reserves the right to cease the letting at any time if they are not satisfied that the school grounds are being secured appropriately during or after the letting or if there are any other issues that cause concern.

A written agreement for all lettings will be provided and signed by both parties prior to the commencement of the letting.