



LETTINGS POLICY

Last Review:	June 2015
Committee:	Resources
Date Ratified:	15 July 2015
Next Review:	June 2016

Rationale

Sir William Romney's School believes that local community groups should have access to the school facilities and be integrated when possible with the everyday working life of the school. Being the heart of the community is our goal, and we should promote and encourage groups to use the school. Applications for use of the school should be submitted per the form attached. Please note that the signatory to this form must accept responsibility for:

1. Paying a deposit of £50 on acceptance of the booking (which will be refunded within 7 days after the activity providing no damage has occurred)
2. Agreeing that a £20 fee will be retained in the event of cancellation to cover administrative costs
3. Paying the full invoice before the date of the activity
4. Reimbursing the school for any damage caused
5. Proper care and supervision of children involved in the activity
6. Providing a copy of Public Liability Insurance cover (£5million)
7. Ensuring no smoking anywhere within the school site
8. Ensuring no consumption of alcoholic beverages (unless specifically authorised by the Full Governing Body, when normal Licensing Laws will apply)
9. Securing the school premises after use
10. The hirer agrees to indemnify SWR against claims, actions and liabilities arising from the use of the premises by the hirer

Categories of Use

Category I: School Use – No Charge

School Use is defined as any activity involving teaching staff on management, educational or extra-curricular activities. Work undertaken by groups who are raising money for the school would also fall into this category, for example PTFA activities. No charge will be levied for Category I activities at any time.

Category II: Community Use – Concessionary Rates

Category II includes local Adult Education classes, Creative and Performing Arts Groups, Youth Club and youth group activities. In addition concessionary rates will be charged for long-term or block bookings. **At the school's discretion there may be occasions when there are further concessions or no charge for community use.**

Category III: Commercial/Private Use – Full Rates

Rate for commercial/private use will be by agreement.

CHARGES

FACILITY	CATEGORY II CONCESSIONARY	CATEGORY III
Hall, Gymnasium, Drama Studio, Quad	£15 per hour	£25 per hour
Games pitches, changing rooms, equipment	£15 per hour	£25 per hour
Classrooms	£15 per hour	£25 per hour
Public Liability Insurance Cover	10% of hire charge	10% of hire charge

Caretaking, Cleaning and Security

A charge for unlocking/locking or cleaning will be applied where applicable.



Application for Hire of School Premises

- 1. Name of Applicant / Organisation
2. Address
3. Contact Telephone No
4. Accommodation / Facilities Requested
5. Day & Date of Use
6. Exact Times / Period of Use
7. Expected Attendance
8. Details of Planned Activity
9. I agree to take responsibility for:
- Paying a £50 deposit when the booking is accepted
- Paying the full invoice before the date of the activity
- Reimbursing the school for any damage caused
- Proper care and supervision of children involved in the activity
- Providing a copy of Public Liability Insurance cover
- Ensuring no smoking anywhere within the school site
- Ensuring no consumption of alcoholic beverages
- Unlocking/locking the premises

Signature of Applicant: Date

Signature of Site Manager: Date