



## ***Lettings Policy***

<b>Policy Number:</b>	NSP13	<b>Created by:</b>	DK
<b>Reviewed by:</b>	FGB	<b>Responsibility:</b>	FGB
<b>Last Review:</b>	Summer 2020	<b>Next Review:</b>	Summer 2023
<b>Review Cycle:</b>	3 Years	<b>Ratified by GB:</b>	20/05/2020

This policy explains the basis upon which parts of the school premises and grounds may be let.

### Policy Statement

1. The letting of any part of the school premises and or grounds will be at the discretion and with the agreement of the Headteacher.
2. The Governing Body will be responsible for the 3 yearly review of the policy. All lettings applications are to go to the Headteacher for approval. Should it be considered necessary, the application can be referred to a meeting of Governors for their approval.
3. A deposit, payable at the time of booking, may be required.
4. All hire charges must be paid within one month of the invoice being issued.
5. The applicant may, at the discretion of the Headteacher, be requested to provide the names and addresses of two referees.
6. The Hirer must sign the Lettings Agreement and accept the terms and conditions found in the Conditions of Hire document (available from the Extended Services Manager).