



Facility Lettings Policy & Hire Charges

1. Persons/organisations wanting to book facilities for use must complete the top section of the form 'Application for the Hire of School Premises' which is supplied on request for hire of facilities.
2. Completed forms should then be sent for the attention of the Finance Assistant for approval and acknowledgement.
3. Your attention is drawn to the document 'Conditions for the Hiring of Community Schools', this should be retained by yourselves for reference.
4. Ordinarily facilities are block booked for a period of 10 sessions for which payment is required in advance. 28 days cancellation notice is required if a 10 week letting is not going to be renewed.
5. Ad hoc booking of facilities on a one off or temporary basis is possible subject to the availability of resources. Our Finance Assistant with this type of request.
6. A school calendar of events and closures will also be issued to assist you with forward planning of activities.
7. Whilst it is our intention to honour bookings at all times, we may have to cancel the use of facilities due to extenuating circumstances at short notice. In which case we will endeavour to inform you as soon as possible. We will reimburse the hire costs only or where possible extend the letting period.
8. Any queries, complaints or requests should be made to the Finance Assistant or the Facilities Manager in the first instance.
9. Security on site is the responsibility of the Duty Caretaker. Organisations/persons that hire the facilities share the responsibility for security and should report any breaches to the Caretaker.
10. Car parking facilities are available at the rear of the school in the main playground area, accessed down the driveway at the side of the school. Facilities can be accessed via the external door opposite the games hall.
11. Health & Safety – Organisations/persons hiring facilities have a duty of care to their party. First Aid kits are not provided by the school, hirers should bring their own if necessary with contents to satisfy the needs of the users. Your attention is drawn to the document 'Fire Evacuation Procedure – Lettings' issued with receipt of your booking.

Hire Charges (Effective 1 August 2017)

Gymnasium	£22.00 First hour, £15.50 per subsequent hour
Games Hall	£19.00 First hour, £12.50 per subsequent hour
Hall	£22.00 First hour, £15.50 per subsequent hour
Swimming Pool	£40.00 per hour
Classroom	£12.50 First hour, £8.25 per subsequent hour
9 Aside Football Pitch	£45.00 Per Junior Game, £65.00 Per Adult Game
11 Aside Football Pitch	£60.00 Per Junior Game, £80.00 Per Adult Game