

OUR LADY'S CATHOLIC COLLEGE LETTINGS POLICY

Lettings Policy Revised January 2019

Lettings can be viewed as a community service offered by the school to allow members of the public and group organisations to benefit from the wide range of facilities that are part of the school buildings and premises both inside and outside.

This policy details briefly how lettings will operate both during and after the school day. Greater detail will be held separately pertaining to any specific individual letting and can be obtained on request.

1. The Governing Body encourages community use of the school buildings. Lettings during the school day will be managed by school. **Lettings beyond the school day and weekends will be managed by a partner Lettings company 'School Lettings Solutions'. ***
2. School events will take precedent and a written service level agreement between school and SLS will be maintained. **SLS will manage ALL arrangements, responsibilities and insurances regarding any letting beyond the school day.**
3. School day lettings will require school to ensure they have met the hirer and understood the nature of the letting request.
4. During the day school lettings costs will be determined by the school and account will be taken if it is a school or non-school organisation. Non-school organisations will be expected **not** to be subsidised by the school. **All SLS lettings will be at the fixed SLS prices agreed with school.**
5. For school based lettings:
 - a) Each hirer will be required to have a named contact person
 - b) School will determine if a named person from school needs to remain with the lettings group or whether they need to be on call.
 - c) A letting must have written request, signed and approved by OLCC
 - d) Any hirer must be adequately insured
 - e) All hirers must comply with all paperwork and guidance of the letting rooms/facilities and comply with all Health and Safety legislation.
 - f) The hirer is responsible for all DBS checks as required and will show evidence of this to school if requested.
 - g) Payment arrangements will be agreed beforehand
 - h) All school policies must be complied

*refer to SLS written agreement with school

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