



GENESIS
EDUCATION TRUST

Lettings Policy

Written by: Personal Committee

Ratified: Autumn 2016

To be reviewed: Annually

Next Review: Autumn 2017

Lettings Policy Statement

The letting of the school premises by the community is welcomed, subject to the following conditions:

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Use of the premises for school functions will take priority over lettings.

The Governing Body of St Margaret's C of E Primary School will set charges for lettings guided by these principles:

- a) Lettings to the Friends of St Margaret's C of E Primary School will be free of charge.
- b) Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear and administration.
- c) Where a letting is subsidized by the Youth and Community Service that Service will determine the proportion of the letting charge to be paid direct by the Hirer.
- d) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
- e) Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.

The school will retain income derived from lettings and costs to the school of lettings will be met from this income.

The school premises will not be let to individuals or organizations if there is reason to believe that the name of the school will be brought into disrepute.

The school premises will not be let for functions where a Public Entertainment License is required.

Decisions whether to permit lettings will be made by the Governing Body. If the Head teacher believes a letting should not be permitted she will report the reasons to the Governing Body. All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.

All hirers must carry sufficient Third Party Liability insurance to satisfy London Borough of Barking and Dagenham Council requirements.