LETTINGS AND COMMUNITY USE POLICY

Rationale

This policy sets out the framework within which the school will hire out its facilities.

Aims
- To reflect the aims and objectives of the ATP Partnership Agreement as it relates to community use
- To promote extended learning and community provision
- To ensure maximum use of the school's assets
- To maximise revenue income for the school

Principles

Availability

School premises are available to users in the following order of priority:

- School functions and curriculum need
- Local primary and partner schools and clubs
- Disadvantaged community users
- Other community users
- Other users as approved by the Governing Body

Charging
- Rates for all facilities are reviewed regularly and recommendations for change made to the Governing Body by the Facilities and Operations Manager when market rate indicates that this is appropriate.
- The reviews also take into account the cost of operating individual facilities.

The use of premises out of school hours will not normally be subsidised by the delegated budget, however exceptions will be made to support:

- The promotion of the policy's aims and objectives.
- The generation of income for the upkeep and maintenance of school facilities.
- Some community activities organised by the school may be subsidised by funding specifically identified for these activities.
- Staff Discount of 10% is applied.
- **VAT will be charged on all lettings where appropriate under HMRC regulations**

Other Considerations

Detailed administrative procedures, terms and conditions of hire and safety information for hirers are set out and kept under review.

Approved by Local Governing Body	Autumn 2023
Due for review	Autumn 2025
SLT Member	Mr P Foster/Mr S Day