



St. John the Evangelist Catholic Academy

Lettings policy

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

- Use of premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles: -
 - Lettings to school PTFA or for Parish use will be Free of charge
 - Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear, administration
 - Where a letting is subsidised by the Youth and Community Service that Service will determine the proportion of the letting charge to be paid direct by the Hirer
 - Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body
- Income derived from lettings will be retained by the school and costs to the school lettings will be met from this income.
- The school premises will not be let to individuals or organisations 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 Licence 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 they will report the reasons to the Governing Body.
- All persons hiring the school premises will be expected to confirm to the relevant Health & Safety regulations.
- All hirers must carry sufficient Third Party Liability insurances to satisfy the local authority requirements.

This policy was approved by Governors on 7th February 2023

This policy will be reviewed by Governors on 7th February 2026

Signed: Chair of Governors
