

# Saint Norbert's Catholic School

## Lettings Policy

Date Adopted: Spring 2017

Date of Review: Spring 2018



**ST. NORBERT'S**  
CATHOLIC PRIMARY SCHOOL

### **Our Mission Statement**

St. Norbert's strives to nurture and develop the whole child through  
a

Love of God  
Love of one another  
Love of life itself

**Article 3-** *The best interests of the child must be top priority in all actions regarding children.*

**Article 31-** *Every child has the right to relax, play and join in a wide range of activities.*

The Governors of St. Norbert's School wish the facilities of the school to benefit all members of both the school and parish communities, and the wider community of the town.

Accordingly, when the facilities are not required for school activities (e.g. Parents Evenings, Governors' meetings, Friends functions), the Governors are happy for the facilities to be loaned to others in accordance with the following guidelines.

- 1). All lettings are subject to the availability of the caretaker, or other person authorised by the Headteacher, for locking and unlocking duties.
- 2). Any application by a Parish Group e.g. UCM, ASDC should be made via one of the Priests who liaise with the Headteacher or Priest respectively. Parish lettings are free of charge.
- 3). Applications for private lets, by parents of children at school or parishioners, are approved (or otherwise) by the Headteacher or Priest respectively. They are charged at the prevailing LCC rate.
- 4). i) Applications from the wider community, whether individuals or groups, should be made in good time for consideration by the F&P Committee.

Lets in this category are also normally charged at the prevailing LCC rate, although these may be reduced if to do so would benefit the school

ii) Where time is short, the Head and Chair of Governors are authorised to act together on behalf of the committee.

5). In all cases under 3) and 4) above, the hirer must, as conditions of hire, complete the relevant LA forms: these will be provided to them by the school administration staff.

6) Payment of 'one off' lettings should be made in advance to the school office. Any agreed long term lettings may be paid as follows

10 weeks of letting to be paid in advance of first hired agreement.

Further 10 weeks paid after ninth week of letting. This procedure to continue for length of hire.

2015/2016 Agreed Letting Charges - hall, toilets and changing rooms.

Lettings up to 8.00pm

£25 for first hour

£10 for each additional hour thereafter

Additional charges may be considered for the following

Use of kitchen area and equipment including furnishings and/or sound system.

Signed \_\_\_\_\_

(Headteacher)

Signed \_\_\_\_\_

(for and on behalf of the Governing Board)

Date \_\_\_\_\_