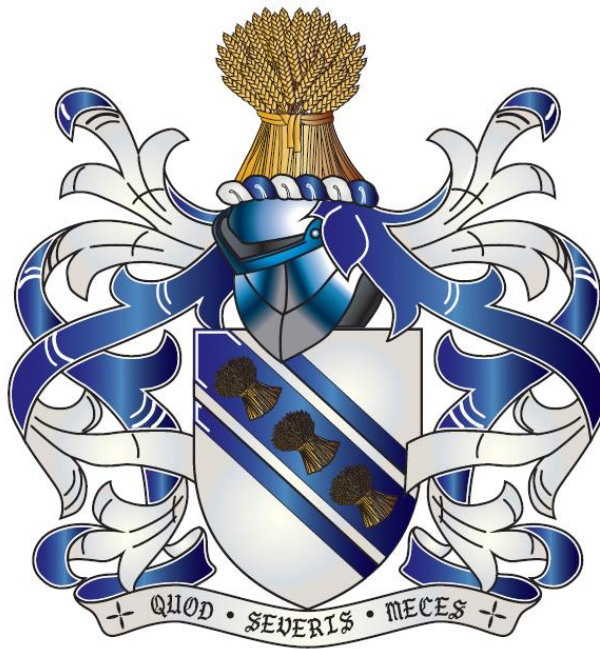


The Bliss Charity School



The Bliss Charity School aims to provide a caring, secure and enriching experience; each child is encouraged to develop strong personal, academic, physical and creative skills for lifelong learning.

Lettings Policy (2017-2018)

1. Aims

The aim of this policy is to support extra-curricular provision for community activities of an educational, recreational or cultural nature.

2. Purposes

To share with the community the school's accommodation and resources for the mutual benefit of all parties.

To use the income generated for the enhancement and improvement of key facilities.

3. Guidelines

- To vet all enquiries for purpose and refuse permission as necessary.
- To appraise Governors of lettings programme through Premises sub-committee.
- To ensure the goodwill of the immediate community is maintained by appropriate communication and management of lettings.
- To set a table of hire fees that avoids any subsidy from any school budget.
- To define and pay Caretaker cost in line with LA recommendations.

- To review hire charges at least once a year.
- To provide for all school and Friends events on basis of direct costs only.

4. Procedures

A member of staff will have delegated authority from the Headteacher:

- To approve lettings of a general or historical nature.
- To ensure that users are familiar with the responsibility for adhering to licensing regulations concerning the sale and consumption of alcoholic drinks.
- To ensure that users know that they are responsible for obtaining a licence for Occasional Permission as and when necessary.
- To ensure that users recognise and adhere to all relevant Health and Safety procedures. Copies of the Health and Safety Policy are available at the school office.
- To inform and advise staff of the school regarding forthcoming events and the use of areas, rooms and equipment as appropriate.
- To promote the availability of school facilities on the basis of the pricing strategy agreed by the Governors and within the agreed budget.
- To make facilities available for LA purposes as and when directed by them.

This policy should be read in conjunction with the school's other relevant policies. Copies are available at the school office.

Signature: (Chair of Governors)

Print Name: Date:

Signature: (Headteacher)

Print Name: Date: