

Lettings Policy (Str)

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ETHOS

This is a residential school and the Governors do not consider it appropriate to let out areas of the school while the young people are in residence. However there may be occasions when facilities at the school may be made available for letting at the discretion of the Principal. No lettings will be to the detriment of the smooth operation of the school.

AIMS

- To ensure that the health and safety policies of the school are strictly adhered to.
- To ensure the buildings and site are adequately protected.
- To ensure that the school benefits from any use of its facilities by outside bodies.
- To enable additional improvements to be made to the environment of the school.

LETTINGS PROCEDURE

1. All applications should be addressed to the School Business Manager.
2. The Governors will approve the range of charges, which will be subject to annual review. The charges may be varied or waived at the discretion of the Principal, and School Business Manager.
3. No liability for damage or loss to the property of anyone visiting the site is accepted.
4. All users must carry sufficient insurance, evidence of which must be presented to the school in advance of the letting taking place.
5. All hirers of the premises will agree to follow the school Health & Safety policies in advance of the letting taking place.
6. The Principal will ensure that a member of staff is on site at all times during the let.
7. All monies in respect of any lettings should be paid directly to the school.