

Luckington Community School

Lettings Policy

General :

The Governors of Luckington Community School (“ the Governors”) recognize that the School and its facilities are a valuable resource within the Community and are keen to extend its range of services and activities beyond the School day for the benefit of its pupils, their families and the community. The premises are suitable for and accessible to persons of all abilities.

Furthermore as a Community School the Governing Body has a duty to support and promote well-being in the wider community and are willing to make available School facilities at times which do not conflict with normal School usage.

Charging Policy :

Lettings to local groups will be dependent upon payment of a fee and acceptance of the Terms and Conditions as set out in the Bookings Application form. There will be two categories of charges – category one for non local groups and category two for local groups. The price for local users recognizes the fact that the financial support received from the community in the building of the Hall should be reflected in a lower charge. Commercial bookings will incur an additional 20% on the Category One price. Lettings will be made on the basis of a three hour session.

Lettings to the Friends of Luckington School and associated School organizations will be free of charge.

Letting fees will be set at a level to ensure that the income taken covers heat, light and caretaking costs. The Head Teacher has the discretion to agree a letting fee below cost on the understanding that the overall lettings income for the School year must cover the additional costs incurred by lettings.

Any profit generated from lettings will be used for the sole benefit for the education of the children of Luckington Community School.

Administration and Security :

Although not necessarily on site for the duration of the let the Caretaker will be present both at the beginning to open up and at the end of each session to lock up the School and to set the alarms. It is expected that those parts of the School not required for the letting will be locked.

The Administration Officer will take responsibility for processing bookings and for the collection of the letting fees.

Authorisation of Lettings :

All lettings are subject to authorization by the Head Teacher on behalf of the Governors. Where the Head Teacher has reason to believe that the proposed letting is inappropriate or runs contrary to the aims and ethos of the School he/she has the discretion to refuse the booking without having to state any specific reason.

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Letting Charges from 1 January 2008

It is anticipated that the School Hall and Atrium will be let for the following purposes :

Physical Education (ie adult keep fit, gymnastics groups, yoga etc)
Further education
Lectures, workshops
Art and Craft Exhibitions

Charges will depend on whether the booking comes from a local (defined as Luckington, Alderton or any school parent) or non-local organization.

The Hall may be booked for either :

1. A three hour session. On Schooldays a session can only take place between 4pm - 7pm and 7pm - 10pm – timings may vary on other days
2. Half Day – 5 hours
3. Full Day – 10 hours

	Category 1 – non local	Category 2 - local
Three Hour Session	£30	£15
Half Day	£45	£25
Full Day	£60	£40

Notes :

1. A Weekend letting (irrespective of the length of session) will incur the following Supplement to cover additional staff costs.

Saturday : £5.00

Sunday / Bank Holiday £10.00

2. Commercial bookings will incur an additional 20% on the Category One price.