



## Lettings Policy St Mary's Catholic Primary School

### **St Mary's and Our Lady of Grace Catholic Academies**

*Our Vision*

***"Many Hearts, One Accord"***

***"Do whatever He tells you"***

*We are the many hearts that follow Jesus, the one accord.*

***"Through the strength of God's love and the power of prayer  
we are guided to do whatever He tells us. Many hearts,  
one accord, growing and learning together for life to build the kingdom of God."***

*(School Mission Statement)*

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

- Use of the premises for school functions will take priority over lettings.
- The Local Committee 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 Local Committee.
- Income derived from lettings will be retained by the school and costs to the school of 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 Local Committee. If the Principal believes a letting should not be permitted, he will report the reasons to the Local Committee.
- All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
- All hirers must carry sufficient Third Party Liability insurance to satisfy Stoke-on-Trent LA requirements.

This policy was approved by Local Committee on September 2021

This policy will be reviewed by the Local Committee on September 2024

Signed \_\_\_\_\_ Chair of Local Committee