



Barrowford
Primary School
Learn to Love, Love to Learn

Lettings Policy

Barrowford School Lettings Policy

The school buildings and grounds can be made available to outside bodies at the discretion of the Headteacher subject to the following:

- Such lettings are no detriment to the normal function of the school.
- The caretaker is agreeable to cover the opening at the appropriate rate of pay.
- Outside bodies using the school or its equipment shall be required to make good any damage done, replace broken equipment and recompense the school for any hire charges that may be incurred.
- No storage space for equipment or materials can be provided for outside bodies.
- All such letting to be reported to the next meeting of the governing body.
- The scale of fees charged for such lettings should meet all the additional costs incurred by the school. Information on such charges will be provided by the caretaking service.
- The LEA's letting indemnity form is completed and returned to the school.

LETTINGS REQUEST

Name of organisation	
Date and time of required letting	
Period of required letting	
Reason for letting	
Rooms required	
Name of person responsible	
Equipment required	
Name of organisation	
Charge agreed	

In making this request I have been made aware of the conditions attached to the letting and

agree to be bound by them.

Signed _____ Date _____

Policy reviewed 14.10.14
Next Review Date 13.10.15