



Lettings Policy

DATE POLICY AGREED WITH GOVERNORS: 12th October 2022

DATE FOR REVIEW: October 2023



The main objective of the Lettings Policy is to provide benefit to the Local Community and to maximise income from letting the building and its premises. These lettings must have no adverse impact on the normal functioning of the School or the image of the school in the community and will be at the discretion of the Head teacher. Priority in agreeing to lettings will be given to:

- a) Organisations that seek to serve young people
- b) Organisations that serve the Ely community
- c) Organisations that seek to promote educational or sporting activities

Lettings should be considered when a booking is taken, in conjunction with the Cardiff County Council's "Regulations for Hiring" document attached to the booking form.

Lettings would not be acceptable where:

- a) Intoxicating liquor is available (unless the user obtains special agreement from the Governing Body and an appropriate licence from the Courts).
- b) Excessive noise or local nuisance is likely.
- c) The letting would extend beyond 9pm (unless special agreement has been obtained from the Governing Body).
- d) Requests for use on a Sunday would not normally be allowed (unless a special agreement has been obtained from the Governing Body).

Lettings will be regarded as an "A" class letting (one in which the caretaker will need to be present).

Cost of hiring will at least cover the expenses incurred by the school (caretaker, administration, energy and maintenance).

Community orientated groups may use the building at a reduced cost providing other activities are covering the running costs.

It will be the responsibility of the Governors' Premises Committee to agree the scale of charges. These will be reviewed at the summer term meeting annually.

Lettings will be administered by the Estates Manager.