



King David Primary School

Lettings Policy

Use of school accommodation

The use of the school outside normal school hours is the responsibility of the Governors, who may use the Local Authority's scale of charges or a scale of charges determined by themselves.

Requests for usage may vary from a one off hire of rooms to long term usage of accommodation by outside groups.

In considering requests for letting the Governors have a legal requirement to ensure that the school budget is not used to subsidise any outside group and that certain activities, normally of a trading nature, could be regarded as illegal if undertaken from a school site.

Facilities should not be overused to the point where it may be detrimental to the delivery of the National Curriculum in the school.

Any charges determined by the Governing body will be set at such a rate as to cover all costs including heating, lighting and caretaking etc.

In considering any request for letting which could be regarded as being on a tenancy basis the Governors will seek advice from the LA before entering into any agreements.

Caretaking arrangements

When a decision is made to allow a school letting, all caretaking arrangements must ensure adequate site security arrangements are in place.

Administration of lettings

The Governors will consider each request for letting on its own merits and on the availability of the school facilities for the time requested. The Governors will agree a suitable hire charge, having regard to the LA's scale of charges in force at the time.

The administration of lettings will be operated through the school office.

The LA's *Conditions For The Hire Of Accommodation In Schools* will apply with the additional condition that, because of Jewish dietary laws, any requests for use of the school kitchen will only be considered if a shomer is employed in addition to a representative of the school's Catering Service.