

BLACK HORSE HILL INFANT SCHOOL LETTINGS POLICY

The governors have agreed to the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils.

- All lettings will be at the discretion of the governing body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.
- A Schedule of Lettings Charges should be compiled annually and passed to the Governing Body for agreement.
- Lettings after midnight will not generally be permitted.
- All hirers must comply with the terms and conditions of the Hiring Facilities.
- All hirers must complete an application form prior to the date of hiring.
- All hirers must be aged over eighteen.
- The school playing fields will not be let unless in a suitable condition to be used
- All hirers must secure insurance cover for the letting, including for public liability.
- All school buildings and associated premises are non-smoking areas.
- The school is not responsible for any loss of or damage to vehicles parked on its premises or their contents.
- All lettings to charitable and community groups are made without profit.
- The calculation of charges will include consideration of the real costs of heat, light, sewerage and water and the cost of caretaking for the event.
- Other charges are agreed by the governing body and may include an element for profit above actual costs.
- All charges will be subject to an annual review by the governing body.
- Charges may be reduced or waived in certain circumstances (eg – PTA fund raising event) at the discretion of the Headteacher.
- Details of current letting charges are available from the school office.
(See Schedule of Lettings)

6th November 2025

Taken to Finance and Personnel Meeting dated

26th November 2025

Approval at full Governing Body meeting dated

C Brierley

Signed (Chair of Governors)