



**NORTH NORFOLK ACADEMY TRUST**

# Lettings Policy

**Review frequency:** Every three years  
**Last reviewed:** March 2015



Priority for the usage of school buildings, facilities and equipment will be given, without exception, to the students of the school.

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

1. The school buildings and facilities are only available when not required by the School.
2. Use of the buildings and facilities are subject to various conditions and regulations. These are detailed in the various *Conditions of Hire*.
3. Usage of the buildings and facilities will only be made to reputable individuals, organisations and companies, an association with whom, would not damage the reputation of the school.
4. Charges for lettings are detailed on the attached sheet:

N.B. Where it is felt that there is some risk of damage occurring during a function, such as a disco or dance, the Hirer will be required to lodge a refundable deposit of £500 to cover the excess on the school's buildings insurance. This policy will need to be reviewed if the school elects not to affect all risks covered in the future.

5. Specialist facilities such as science laboratories and computer rooms are not available for hire, other than as part of an "Extended schools" programme.
6. Lettings on a Sunday are permissible.
7. School accommodation, including the fields, are not available for pet shows or any activities involving animals for hygiene reasons.
8. Functions requiring catering facilities which would require the use of the kitchens will be considered subject to agreement with the school's appointed catering contractor.

As a general rule, functions taking place during school hours MUST be catered for by the catering contractor.

Functions outside of school hours MUST be catered for either by school's appointed catering contractor or by a reputable Caterer and may require the attendance of a catering contractor's employee in a supervisory capacity, if the kitchens are to be used.

9. All current lettings and charges will be reviewed annually by the Governing body. Decisions on whether to permit or cancel any lettings or to review charges will be made at that time.