




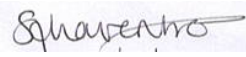
Lettings Policy Aldermaston CE Primary School

Version: 1

Reviewed by: Finance Committee

Date adopted by FGB: 07/7/2022

Review by: July 2023 (1 year)

Role	Signature	Date
Headteacher	Mrs M Higgs 	July 2022
Chair of Governing Board	Mrs S Chaventre 	July 2022

1.	BACKGROUND
	It is the policy of the Governing Body of Aldermaston CE Primary School to maximise the use of the school for the benefit of the local community without detriment to the school or its site. To this end groups and individuals may hire certain of the school facilities, subject to availability and in accordance with the terms and conditions for hire as determined by the School Governors.
2.	CHARGES AND PAYMENTS
	<p>CHARGES FOR USE OF HALL, TOILETS, CHAIRS & TABLES <i>* Field available for use upon request</i></p> <p>HOURLY RATE - £18 for first hour, £15 per hour thereafter SESSION RATES - £45 per session ** Morning Session between 8am – 12pm Afternoon Session between 1pm – 5pm Evening Session between 6pm – 10pm</p> <p>**Additional hours charged at £15 per hour</p> <p>For in house clubs run by external organisations for Aldermaston CE Primary School pupils, a charge of £2 per pupil per term will be charged.</p> <p>ADDITIONAL ITEM(S) CHARGES (IF REQUIRED) Use of hot water and kitchen for the purpose of tea/coffee and light refreshments (use of mugs and kettles included on request) £5 per booking</p> <p>BANK HOLIDAYS A surcharge may be applied for bookings made on Bank Holidays.</p> <p>EXCESSIVE CLEANING Where excessive cleaning is required after a letting, a charge will be made based upon the time spent by staff in remedial cleaning. This charge will be £10.00 per person per hour.</p>
3.	HOURS OF LETTING
	Lettings may take place between the hours of 7am – 11.30pm.
4.	TERMS AND CONDITIONS OF HIRE
	These will be reviewed annually and are attached as Appendix A of this policy. All hirers will be provided with a copy, which will be attached to the application to hire form.