

ALAMEDA MIDDLE SCHOOL



INSPIRE • ACHIEVE • EXCEL

LETTINGS POLICY

DOCUMENT STATUS

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DATE OF PRODUCTION	May 2018
CURRENT STATUS	Approved
REVIEWING BODY	Resources Committee
REVIEWED ON	May 2019
DATE FOR NEXT REVIEW	May 2022
RELATED POLICIES (IF ANY)	Health and Safety Safeguarding Complaints Lettings Scale of Charges and Booking form Terms and Conditions of Hire



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1. INTRODUCTION

The use of the school premises both during and outside of normal school hours is under the control of the School Governing Body.

The school is willing to let its property for the following reasons:

- To promote the sensible and just use of school property for the mutual benefit of the school, and groups and individuals in the community.
- To raise revenue which will be used to the educational advantage of students attending Alameda Middle School.



2. GUIDELINES

The following guidelines will apply when determining whether to permit use of the school premises.

- The school has priority use of the property.
- The school reserves the right to refuse any lettings request.
- The school will always seek to at least cover its costs unless it is the direct beneficiary of a fund-raising activity.
- The school will seek to treat hirers fairly.
- Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.



3. IMPLEMENTATION

- The Resources Committee will review this policy every three years.
- Lettings charges and conditions of hire will be reviewed annually by Facilities Manager and the Business Manager.
- Individual lettings will be managed by the School in accordance with the Terms and Conditions of Hire policy.

