

HOLY FAMILY CATHOLIC SCHOOL



Lettings and hiring of facilities policy

THE MISSION STATEMENT OF THE SCHOOL

Holy Family Catholic School is a Catholic community embracing the clear Christian values of respect, service and justice.

We are a family of many cultures sharing one faith.

We exist to educate young people towards excellence in all dimensions of their lives, recognising the uniqueness of each and the equality of all.

Date agreed	July 2019
Next review date	July 2020

LETTINGS AND HIRING POLICY

AIM:

The Governing Body of Holy Family Catholic School wishes to allow the letting of its premises for the benefit of:

- a) Community Groups
- b) Youth Groups
- c) Local Residents
- d) Increased income for teaching and learning in the School

The Governing Body will work within guidance issued by the Diocese of Brentwood and will consider applications based on:

- 1) Reasonable management decisions
- 2) Other lettings already agreed, e.g. school functions, Parents/Teachers Associations or fund raising activities
- 3) The aims and objectives of the proposed hirer
- 4) Other factors approved by the Governing Body

The Governing Body has the right to refuse any application where it feels the aims of the hirer are not consistent with any school policy.

The Governing Body has the right to refuse any application without explanation.

HIRE CHARGES

The Governing Body fully recognises the need of community groups, and the hire charges are structured to enable these groups to take advantage of the School's facilities. However, schools are not permitted to make an overall loss through letting of the premises as the school's budget cannot be used other than for children's education.

The pricing structure is based upon charges for similar local facilities, but the Governing Body may exercise flexibility in setting charges for long-term and large-scale users. It is the intention of the Governing Body to charge the real cost for the use of the premises to all hirers.

The current hire charges are detailed in Appendix 1 and will be reviewed annually by the Governing Body.

ADMINISTRATION

The administration of school lettings and hiring of facilities is delegated to School Space Ltd. The prices charged have been agreed with Holy Family Catholic School. The website for School Space and their contact number follows:

info@school-space.org

Tel: 020 3369 3269