

# Park Gate Primary School



## Lettings Policy

### Rationale

It is our intention to enable members of our local community access to the facilities of our school building and grounds through hiring the facilities. All activities (not including child care) associated with the school and the Friends of Park Gate Primary School will incur no hire charge. When hiring facilities, the hirer should know and agree to the hire charge, terms of payment and conditions of hire.

### Aims

- To make the school and its environment available to members of our local community beyond the normal school day.
- To utilise income to enhance the school environment.
- To provide free hire to the School Association for events supporting the school.
- To ensure hire charges are within county guidelines.
- To agree hire only if caretaking staff are able to cover hire period.

### Process

The process of hiring of facilities in the school will follow the latest guidelines provided by the Local Authority.

Time Out Childcare:	£10.00 per hour
Community groups:	£15.00 per hour
Other groups:	£40.00 per hour including VAT

Reviewed: April 2021  
Review due: April 2022