

HADRIAN LEARNING TRUST

LETTINGS POLICY

Principles

We are committed to letting various parts of the HMS and QEHS school premises (e.g. Halls, Sports Facilities, Conference Centre, Winter Gardens and classrooms etc.) and to maximise the income received from these lettings for the benefit of each school and its students.

We Aim To:

- Generate additional income for each school for the benefit of its students
- Allow lettings to three main categories:
 - Private Use
 - Community/Charitable Use
 - Wedding Packages
- Ensure there are clear “Conditions of Hire” and “Scale of Charges”
- Ensure safeguarding, insurance and health & safety requirements of lettings are met in full

PRACTICES

With the aforementioned aims in mind, it is our Policy:

- That use of the premises for school functions will take priority over lettings.
- Hadrian Learning Trust reserves the right to amend the scale of charges as detailed in the Charging Policy.
- Charges for lettings will be set guided by these principles:
 - Although both the schools are not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Executive Headteacher.
 - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - Lettings to all other hirers will be charged at cost plus a profit margin.
 - School functions and events organised by Hadrian Learning Trust are exempt from all charges as they fall outside the scope of letting arrangements.

- Each school will retain the income generated from their lettings, and costs to the school of lettings will be met from this income. A scale of charges for each school is reviewed annually as per the Charging Policy.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- Information regarding licences for the sale of alcohol and public entertainment are included in the Lettings Information Booklet and Wedding Package Brochure.
- Decisions whether to permit lettings will be made by the Executive Headteacher.
- All persons hiring premises or facilities must follow the procedure detailed in the Lettings Information Booklet and Wedding Package Brochure and complete a Booking Form.
- All persons hiring the school premises will be expected to conform to the relevant requirements set out in the Lettings Information Booklet and Wedding Package Brochure.
- QEHS has a licence to host civil weddings and civil partnership ceremonies in the Winter Gardens and Hydro Hall .