

# HADRIAN LEARNING TRUST

## LETTINGS POLICY

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### **We Aim To:**

- Generate additional income for each school for the benefit of its students
- Allow lettings in 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. This may mean that lettings may be cancelled by the Trust where a school function requires the facilities.
- Hadrian Learning Trust reserves the right to amend the scale of charges as detailed in the Charging Policy.
- Charges for lettings will be guided by these principles:
  - Although 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.