

Principles

- Christchurch CE (VC) Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.
- The Governing Body of the school follow the guidelines contained in Wiltshire Council Publication 'Letting of School Premises (Revised August 2012)' (Appendix E) and the policy should be read in conjunction with this information.

Aims

- The overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Policy

- The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school's delegated budget.
 - Governing body meetings
 - School performances
 - Parents' meetings
 - Meetings of the PTA
 - PTA organised events
- The Governing Body control the 'Community Use of School Premises' in accordance with the 'Governance Handbook' (November 2015) and the policy should be read in conjunction with this guide.
- Charges are calculated in accordance with the charging structure laid down by the LA, using the LA figures for average hourly energy and repairs and maintenance costs per square metre (see Appendices C & D). VAT is charged where appropriate.
- The Operations Manager is responsible for the opening and closing of premises for hirers and the cost of this is included in the charges. This responsibility can be delegated to others if the need arises.
- The Governors delegate implementation of the Lettings Policy and routine decisions on lettings to the Head Teacher except where an application is considered by the Head Teacher to be outside the norm. The decision shall then be referred to the Governing Body.
- Applications received from religious groups or for use of facilities on a Sunday are to be referred for approval to the Vicar of Christ Church (ex officio governor) in consultation with the Foundation Governors.
- Facilities are not available for hire on the following days: New Year's Eve, New Year's Day, Good Friday, Easter Sunday, Christmas Eve, Christmas Day & Boxing Day.
- All those wishing to hire facilities must submit a completed application form (Appendix B). When availability of facilities has been established, the application should be passed to the Governing Body or Head teacher for approval as appropriate. Bookings can only be confirmed after approval is obtained.

APPENDICES	
Appendix A	Terms and Conditions of Letting
Appendix B	Application Form for Use of Facilities
Appendix C	Lettings Policy Charge Sheet 2014
Appendix D	Lettings Policy 2014 (Excel Spreadsheet) Sample Costs
Appendix E	Wiltshire Guidelines – Letting of School Premises (Revised 2012)