



CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

LETTINGS POLICY

2023 - 2024

Approved: Summer 2023 | Review: Summer 2024

LETTINGS POLICY

1. The Governing Body actively encourages community use of the School sports facilities. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with the Business Development Director and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. A sinking fund will be established into which half of the income from the hiring of the Astro Turf will be deposited on an annual basis. This will fund the replacement of the Astro Turf when required.
5. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
6. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
7. A Letting Application / Indemnity Form and a conditions of use form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer.
8. Any hirer that uses the school must be adequately insured (with a minimum of £2m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. All hirers have their own mobile telephone in case of an emergency.
11. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
12. Arrangements for the payment of each letting will be made in advance with the hirer concerned.

School Lettings Charges

Basis of Charges

Caretaking and Cleaning Costs
Heating and Lighting including floodlights
Wear and Tear

Revised Charges from September 2021

Astro Turf	£70.00 for full pitch including flood lights.
	£50.00 for full pitch without lights
	£35.00 for half pitch including Flood lights
	£30.00 for half a pitch without lights
Sports Hall	£48.00 per hour for full hall for commercial lettings
	£36.50 per hour for full hall non commercial lettings
Netball Court	£16 per court.
Grass Pitches	£500 per season
	£600 per season with use of changing rooms
Enterprise Suite	£50 per hour including use of the Promethean Board. Use of additional equipment will incur extra costs at the discretion of the Headteacher.
Assembly Hall Classrooms	To be agreed on request with the Headteacher and Business Development Director reported to Governors at the next meeting.

Feeder Schools/Parishes/Charity Bookings at the Headteacher's discretion – reported to Governor's at next meeting.

This policy will be reviewed at least on an annual basis at the Summer term meeting of the Staffing & Resources Committee.

Date last reviewed: May 2023

Next Review due: May 2024