

## **REVISED LETTINGS POLICY**

### **AIM/PURPOSE**

The aim of the policy is to explain the terms and conditions of the letting arrangements and to reinforce the principle that Trinity is an integral part of the community.

### **GENERAL PRINCIPLES**

Serving the immediate area of Hulme and Moss Side, having strong links with the wider Manchester community and a family of almost 100 primary schools, the school believes in providing a base for activities through the Sports Centre and the main school facilities.

All letting applications will be carefully scrutinised. We are mindful that the main school building and Sixth Form Centre are virtually new, expensive constructions, costing, in total, £24million. Lettings must not cause detriment to the premises and, at the very minimum, school costs including security and staff overtime must be covered. We must also guarantee that the school is fit to educate students the day following the letting.

### **LETTINGS AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL**

- ◆ Use of the premises for school functions will take priority over lettings.
- ◆ The Governing Body, through its Finance Committee, will set charges for lettings guided by the following principles:
  - a) Lettings to the Trinity Association will be free of charge
  - b) Lettings to bona fide church or community groups will be charged at cost to cover caretaking, energy, wear and tear and administration.
  - c) Lettings to other hirers will be charged at cost plus a small profit.
- ◆ 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.
- ◆ Decisions whether to permit lettings will be made by the Head on behalf of the Governing Body.
- ◆ Organisations hiring the school premises will be provided with a copy of the Terms and Conditions of the letting.
- ◆ All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.
- ◆ All hirers must carry sufficient third party liability insurance to satisfy our own insurance.

### **MONITORING AND EVALUATION**

The Lettings Policy will be monitored by the Finance Committee and ratified by the Full Governing Body.

