



PensMeadowSchool

Living, Growing, Learning

Lettings Policy 2020 - 2021

OCTOBER 2020

NEXT REVIEW DATE: OCTOBER 2021

Staff Responsible: Business Manager

THERE IS NO-SMOKING ALLOWED ANYWHERE IN SCHOOL

this includes

ALL BUILDINGS AND GROUNDS ACROSS BOTH SITES

Disclaimer

Pens Meadow School makes every effort to ensure that the information in this document is accurate and up-to-date. If errors are brought to our attention, we will correct them as soon as practicable.

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- Lettings forms are available from the School Business Manager

- Any individual or any organisation/association may apply to the School Governors to hire part of the school premises. The school reserves the right to refuse an application at their discretion.

- Late Locking up fees will be charged for any lettings after 10:00pm.

- The building is to be left in a reasonable, tidy condition and if extra cleaning is required this will be arranged by the school and charged accordingly.

- Any damage to school buildings/premises/equipment to be paid for in full.

- Equipment and resources for functions are not to be stored on the school premises before or after events.

- Only those rooms applied for are allowed to be used.

- Only designated toilets should be used.

NO ALCOHOL TO BE SOLD ON THE PREMISES

Please see overleaf for charges

PENS MEADOW SCHOOL

	2019					
Private/Staff Charges +						
Standard private calls	0.15		0.15		0.15	
Calls to mobiles	0.40		0.40		0.40	
A4 laminated sheets	0.40		0.40		0.40	
A4 photocopies	0.07		0.07		0.07	
A3 photocopies	0.10		0.10		0.10	
Colour photocopies	0.25		0.25		0.25	
After School Activity Club Charges						
Cost per pupil per, per session, per week	11.00		11.00		11.00	
Category 3 Lettings (per hour)* Sports Hall	1st hr	Add hrs	1st hr	Add hrs	1st hr	Add hrs
Adults						
Weekdays	24.21	15.01	24.21	15.01	24.21	15.01
Saturdays	29.37	15.01	29.37	15.01	29.37	15.01
Sundays	33.36	15.01	33.36	15.01	33.36	15.01
Category 3 Lettings (per hour)* Sports Hall	1st hr	Add hrs	1st hr	Add hrs	1st hr	Add hrs
Juniors						
Weekdays	18.16	11.26	18.16	11.26	18.16	11.26
Saturdays	22.02	11.26	22.02	11.26	22.02	11.26
Sundays	25.03	11.26	25.03	11.26	25.03	11.26

Caretaker Openings*			
Weekday	12.92	13.44	13.98
Saturday	20.47	21.29	22.14
Sunday	25.83	26.86	27.93

KEY

* Increase currently 4% per annum

+ Increases at discretion of Committee

Signed:.....

Print Name:

Dated: Wednesday 14th October 2020

Approved at the Premises Health and Safety Meeting of the Governing Body