



## Dorking Nursery School and Children's Centre

### LETTINGS POLICY

#### **AIMS**

The aim of this policy is to provide guidelines for the use of Centre facilities for the benefit of the Centre and its community. To enable the Centre management to achieve this aim the Governing Body has drawn up the following policy.

#### **POLICY STATEMENT**

1. The Governors will prioritise the allocation of lettings to services that are consistent with the Children's Centre agenda and community use.
2. The Governing Body has the right to refuse any request for hiring.
3. All lettings administration must comply with our terms and conditions which follow Section M (Community Use of Schools) of Surrey County Council Finance Manual.
4. If a letting is for a Children's Centre partner and for the benefit of our partners then it is free, in all other cases it is chargeable (e.g. health team meetings).

#### **LETTINGS POLICY**

1. Hirers must apply on the Centre's booking form and must sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form.
3. Payment for all lettings shall be made in advance within 1 month of the receipt of invoice or termly in advance where appropriate. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
4. All non-Education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover.
5. Charges for lettings will be reviewed annually. Further information regarding fees and lettings procedures can be obtained from the Centre office.

**Approved by the Governing Body: April 2016**

**To be reviewed by: April 2018**

This policy is relevant to:

Nursery staff - yes	Centre staff - yes	Parents - yes
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