

Committee responsible for policy:  
Date last reviewed: Summer 2013  
Date next review due: Summer 2014



## **DOCKING CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY**

### **GOVERNORS POLICY FOR THE LETTING OF THE SCHOOL PREMISES**

Docking Primary School is keen to promote and maintain good relations with its community. We are keen to support adult education classes after school, local music groups, Rainbows, Brownies, Beavers, Clubs and so on. We are also keen to support meetings of bodies such as the Parish Council and PCC.

Many groups are entitled to a Norfolk County Council subsidy. **The letting rate for the new hall can be obtained through the school office.**

All groups entitled to subsidy will be charged the appropriate percentage. The school will then reclaim the subsidy from NCC.

Lets for occasions other than those of educational or community benefit will be assessed on their merits and charged accordingly or, indeed, may be refused if the activity is not considered suitable use of school premises.

Applicants need to complete an application for lettings form for one-off use and if a meeting is one of a sequence or series, one application form at the beginning of that series is sufficient so long as the dates of the other lets are included on it and are for no longer than one year.

Decisions under this policy are delegated to the Headteacher who may at his discretion refer them to the Finance and Resources Committee of the Governing Body.