

APPENDIX 2

EXWICK HEIGHTS PRIMARY SCHOOL SCHOOL.

CHARGES FOR SCHOOL LETTINGS,

1. The following charges will apply for the hiring of rooms and grounds.

Statutory Users : - No charge
Designated Users : - No charge for school meetings
Other designated users recover cost of actual letting

Specialist Community Groups and after school clubs by arrangement.

Location		Commercial/Private Use	
		Single Let	Multiple Let
Hall	First hour	£25	£22
	Subsequent hour	£15	£10
Dance Studio	First hour	£23	£20
	Subsequent hour	£10	£9
Community Room	First hour	£20	£18
	Subsequent hour	£8	£7
MUGA	First hour	£21	£19.50
	Subsequent hour	£10	£8.50

2. Where a third hour is required by the hirer for the football and netball hard courts the charge will decrease to £7.50 per hour.
3. All charges are per hour, or part of an hour, subject to a minimum of one hour. An additional charge will be incurred for lettings on a Saturday, Sunday, Bank Holiday, or late after 10.00pm.
4. If the let involves any extra cleaning/caretaking this will be charged at £9.50 per hour.
5. Time, within the let, must be allowed for in the assembling and putting away of equipment.
6. Parking should occur in the car park opposite the main entrance.
7. Hirers are respectfully reminded that Exwick Heights Primary School has a "No Smoking" policy which covers the whole site, both inside our buildings and the external grounds.
8. The caretaker asks the hirer to respect the grounds and/or buildings. Any damages or breakage's will be charged to the hirer under the governors "Cost and Charging" policy.
9. Consideration should also be shown to the immediate neighbours. The hirers should leave the premises quietly especially if it is late in the evening.
10. For a terms letting payment should be made for 1/2 the term in advance. Payment for a one off letting should also be made in advance. In both cases a 10% deposit on booking may be required.
11. The contractor reserves the right to reduce charges under special circumstances.