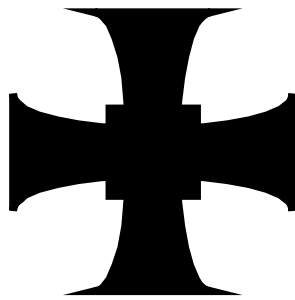


TRINITY SCHOOL CARLISLE



A CHURCH OF ENGLAND ACADEMY

LETTINGS POLICY

Resources, Audit & Risk Committee Policy

Reviewed: June 2026

Approved by the Resources, Audit & Risk Committee: July 2026

Next review: June 2028

REVIEW SHEET

Date of revision	Version Description	Next review
July 2026	Updated to reflect Committee name change – F&GP Committee to Resources, Audit & Risk Committee	June 2028

The Governors of Trinity School recognise that the school's buildings, grounds and facilities are a valuable community resource, which should be as fully utilised as possible. The requirements of the school curriculum and the continuing education programme shall always have priority over other types of use.

1. All lettings shall be subject to the standard "Terms and Conditions of Hire", which are appended to this policy. Hirers are responsible for their own arrangements concerning licensing, insurance and health & safety.
2. All lettings shall be subject to the current "Scale of Charges", which is appended to this policy, and which shall be reviewed annually by the Resources, Audit & Risk Committee. Variations to the "Scale of Charges" must be agreed in advance by the Senior Leadership Team.
3. The administration of lettings is the responsibility of the School Business Manager in liaison with the Facilities Manager and with the Finance Office.
4. In operating this policy, Governors will have due regard for fairness and equality of opportunity. However, they reserve absolutely the right to refuse or cancel a letting if, in their opinion, that letting may give rise to harm to the school, its students or staff, its property or its reputation.
5. Lettings that involve the attendance of children and young persons under 18 will not be made unless the school has seen evidence of appropriate Safeguarding Children procedures.
6. The Hirer shall indemnify the School against all actions, proceedings, claims and demands that might arise as a result of the use of the premises by the Hirer, except where Occupiers Liability legislation applies.