

Charges

The charges for letting consist of two elements: room hire & staffing costs (Class B). Where the hirer does not have their own insurance cover, the school will charge an insurance supplement of 15% of the cost of the letting. When registered charities let our school (providing their charity registration number) a 10% discount will be applied to the hire charges outlined below.

Room Hire (Class A Lettings)

Any let that benefits St. Martin's pupils, during term time, not including weekends is £14.13 per session

Commercial Lettings

- Classrooms £16.30 a classroom per hour and £103.26 per day (i.e. 8am until 6pm).
- Hall £35.87 per hall per hour and £179.35 per day (i.e. 8am until 6pm).
- School Field £22.28 per hour for use of the school field (additional charge for toilet facilities £15.22 per hour).
- Playground £22.28 per hour (additional charge for toilet facilities £15.22 per hour).
- Other Lettings Charges as agreed by the Governing Body.

Staffing costs

These will be nil if the letting occurs during normal school opening hours from 8am to 6pm Monday to Friday during term time (Class A). However, cleaning costs will be levied if and when appropriate. If Lettings occur outside of these hours then the Site Manager is entitled to overtime payments at plain time to open and close the schools, with a minimum payment of 30 minutes. This cost plus 10% to cover national insurance will be recharged to the lessee (Class B).

The Site Manager may only delegate their responsibilities for securing the site at the School Business Manager's discretion, in which case no staffing costs will be incurred.