



LETTING POLICY

The Code of Practice, Conditions for Hire and Booking form are online:

https://docs.google.com/forms/d/e/1FAIpQLSekSB7NJMRX5MqKGVowWCG_brImto8jWZlgYYW3r_up_0aQCkw/viewform?usp=header

Email admin@jubilee.hackney.sch.uk

FAO: Business Manager should you have any difficulty in accessing the lettings doc.

Rates:

Lettings Description	Category A	Category B	Category C	Category D	Clubs
	Use associated with the life of the school e.g. extra-curricular pupil activities for pupils, staff or parents organised by the school.	Use by LEA i.e. After school clubs, holiday play schemes	Use by local community groups, sports clubs and not for profit organisations.	Use by commercial organisations.	Clubs running 8:00-9:00 am & 3:30-4:30pm.
Cost per hour per centre or area of school	Negotiated	£28 (MUGA/community centre/creativity centre) £33 performing arts hall If a booking is 9-5 fee is 5 hours equivalent. Negotiated fee for use of other parts of the school premises	£29 (MUGA/community centre/creativity centre) £36 performing arts hall If a booking is 9-5 fee is 5 hours equivalent. Negotiated fee for use of other parts of the school premises	£39 (MUGA/community centre/creativity centre) £48 performing arts hall If a booking is 9-5 fee is 5 hours equivalent. Negotiated fee for use of other parts of the school premises	£50 per term £30 per term for charities.
Additional Charge	£55 flat charge for the school to be opened and closed or £35 per hour if the site manager needs to stay on site.				

Regular bookers may request a loyalty discount if the booking is seen to be beneficial to the school.