



REF: MI 198199

GENERAL
ADMIN

Bryan Slater
Director of
Education

MANAGEMENT INFORMATION

SUBJECT. Use of Educational Premises

WORKING TITLE: Letting fees - necessity to receive payment in advance of hiring school premises

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SUMMARY: I write to remind Headteachers, or the designated person dealing with lettings of their premises, of the necessity to secure payment for use of school premises in advance of the date of hire. This is especially important with 'unknown users'.

The Authority has recently received warnings from schools in the County advising of the difficulty experienced in getting payment for lettings of their premises for Soccer School activities.

All schools should therefore ensure any user of their premises makes payment in advance of the date of hire.

If any school has a query arising from the above they are advised to contact Donna Riches on Norwich (0 1 603) 222229 for further details.

ACTION REQUIRED. Make the person responsible for lettings at your school aware of this briefing note and its contents.

ASSOCIATED DOCUMENTS . Notes for Headteachers - Section 5.2

CONTACT: Donna Riches

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