



Lettings Policy

Policy Name	Lettings Policy
For Review and Approval by	FGB
Date of Approval	April 2015
Review Period for this Policy	Annual
Date for Future Review	April 2016

Implementation of this policy supports the duties to promote equality of opportunity and positive attitudes in relation to disability, gender and race and to eliminate discrimination on the grounds of age, disability, gender, race, religion or belief and sexual orientation.

Policy Approved by	FGB
Signed:	Wendy Tout
Position	Chair of Governing Body
Date	

Areas requiring action identified in review:	Actions still outstanding, how and when will these be addressed?

Adoption:

To take effect from 1st September 2008. Updated – April 2009, April 10, April 12, April 13 & April 14 & April 15

Objectives:

The governors adopt and endorse the County Council's Lettings Policy and recognise the principles therein, namely;

- that school premises represent a significant capital investment and should be fully utilised,
- that school premises are a valuable community resource,
- that educational usage of education premises constitutes a natural priority,
- that a profit margin would be welcome when derived from private or commercial usage but is not the objective when facilitating educational activity by designated users,
- that a minimal profit margin is achieved when facilitating community activities by Designated users,

Priority Usage:

The governors have adopted the following priority usage;

- **Statutory Users**
Usage laid down by statute will not be frequent but must be accommodated, at a rate to recover costs. The charging of a rent is prohibited by law.
- **Designated Users**
These should have priority of access except where a clash with statutory usage cannot be avoided. They should be charged a fee which allows governors to recover marginally more than the cost of providing the facilities.
- **Private Users**

Applications for Designated Status

The governing body has delegated its power to determine designated status to the Head teacher who will exercise discretion on its behalf and determine applications. The outcome of any future decisions will be a matter to report to the governing body each term. The Head teacher will arrange for a list of approved organisations to be maintained. The Head teacher may, at his discretion, refer sensitive applications to the full governing body.

Charging:

Statutory Users – minimum necessary to recover costs.

Designated Users - The governors have decided that there will be 3 categories of designated user. These are:

1. **Community Education programmed activities;**

adult education programmes supported by the Council, partner voluntary organisations, and the Further Education Funding Council; programmes of youth work sponsored by the Council and partner voluntary organisations; Council sponsored community work; Community Education staff meetings; Community Education staff training courses.

2. other community activities;

approved playgroups and recognised play schemes; the Duke of Edinburgh's Award scheme; non profit making sports courses for school-age children; other local groups which the governors consider fall into this category.

3. usage by the Education Department for its purposes other than those already specified above.

Private Users - The governors have decided that for the purpose of charging there will be one category of private user. Those who are not Statutory or Designated users will be charged as Private Users.

Conditions of Hire

The governors have adopted the standard City Council conditions of hire.

Administration of Lettings

General

The governors recognise that it would be impossible for them personally to vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to **accept** application for hire to the following persons;

Mr J Holland - Headteacher
Manager

Mrs B Bell - Business Manager

Mr Z Morgan – Site

Actual authorisation of usage to be by Head Teacher or Business Manager signature on relevant application form only.

Variations

No member of staff is allowed to vary the terms and conditions under which the school premises are hired to either individuals or organisations nor to deviate from the governors' published charging policy.

Lettings Documentation

All formal hirings of the school premises, including those for which no charge is made, will be properly documented. All hirers must complete a lettings hire agreement and should receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

Scale of Charges

In arriving at their scale of charges the governors have followed the principles set out below:

- statutory users will be charged on a cost recovery basis.
- designated users will be charged marginally more than cost.
- private users will be charged at cost plus an enhanced income margin for the school.
- there will be parity of treatment for similar users.
- the overall cost of letting school facilities will be recovered from users.

For the purpose of charging hirers the Head teacher and Business Manager are empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged. The Scale of Charges forms Appendix II to this policy statement.

Value Added Tax

The governors are constrained by law to apply Value Added Tax to all transactions where this is appropriate.

Minimum charges and deposits.

The minimum hire period will be one hour.

The governors reserve the right to require a refundable deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Cancellations

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

Payment methods

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore, payment at the time of booking for one off lettings is the norm. Cheques or cash are both acceptable but cheques should wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued. Billing will be carried out on a monthly basis.

Extension of Credit

Where credit is extended, for recurring lets, an official City Council invoice will be issued. The governors will allow this extension of credit to bona fide local organisations and individuals where they are satisfied that these are credit worthy. In all cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The governors have chosen to delegate the approval of credit facilities to the Head teacher and Business Manager who will maintain a list for the guidance of administrative staff. In all cases, where credit is advanced the invoice is to be raised at least monthly, and within 7 days of the last let.

Security

The governors will not normally insist upon continuous caretaking presence. However, they reserve the right and have delegated power to the Head Teacher to insist upon caretaking presence where in his view the nature of the hiring may leave the school vulnerable to theft or damage.

Insurance

A copy of the hirer's Public Liability Insurance will be required prior to authorisation of the letting.

Review of Policy

The governors will review the policy each year in the month April in line with The Financial Policy Statement. The scale of hire charges for the forthcoming year will also be reviewed and updated.

Lettings Scale of Charges from 1 September, 2015 (previously increased Sept. 2013)

Statutory Users, on a cost recovery basis.

One / a combination / all of:

Security	£12.00	per let
Services	£ 6.00	per let
Caretaking	£16.50	per let - during school time
	£28.50	per hr – out of school hrs.

	Hourly Rate Mon – Sat 6 a.m. – 10.30 p.m.	Hourly Rate Sunday or Bank Holiday
Cleaning	£12.00	£28.50
Caretaking	£12.00	£28.50
Emergencies	£12.00	£28.50
Security	£16.50	£28.50

Area	Designated User – per hr.	Private User – per hr.
KS1 Hall	£8.50	£11.00
KS2 Hall	£8.50	£11.00
Community Hall	£6.00	£8.50
KS2 Dining Hall	£6.00	£8.50
Classroom	£5.00	£6.00
KS1 Lobby	£6.00	£8.50
When hired with any of above:		
Kitchen	£5.00 per let	£6.00 per let
KS1 Lobby	£6.00 per let	£8.50 per let
Toilets	£5.00 per let	£6.00 per let
Playground	£5.00 per let	£6.00 per let
Security	£16.50 per let	£28.50

No charges to be made for 'PTFA' meetings.

No use of canteen equipment but use of Kitchen area is possible (unless Kitchen Manager is in attendance).

Use of Halls (if available) during normal School opening hours at £9.00 per hour.

Computers and other School equipment are not available for hire.

Any other occasional hire at discretion of Head teacher