



## Policy Statement: Lettings

Version	Amendment summary	Approved by	Date approved	Date of next review
1.0	Annual review	Finance Committee	Sept 2009	Sept 2010
2.0	Annual review	Finance Committee	Jan 2011	Jan 2012
3.0	Annual review	Finance Committee	Jan 2012	Jan 2013
4.0	Annual review	Finance Committee	Jan 2013	Jan 2014
5.0	Annual review	Finance Committee	Jan 2014	Jan 2015
6.0	Every 2 years	Finance Committee	March 2015	March 2017

### **Policy Objectives**

The governors view is that school premises

- represent a significant capital investment and should be fully utilised
- are a valuable community resource

*And that*

- educational usage of education premises constitutes a natural priority
- a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

### **Priority Usage**

The governors have adopted the following categories of priority user:-

- **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 not be charged a higher fee than that which allows governors to recover the costs of providing the facilities.
- **Private Users**  
Charges will be set and priority accorded within the governors' local letting policy.

## **Administration of Lettings**

### **General**

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

### **Variations**

No member of staff is allowed to vary the terms and conditions from which the school premises are hired to either individuals or organisations and not to deviate from the governors published charging policy.

### **Lettings Documentation**

All formal hiring of the schools premises, including those for which no charge, is made shall be properly documented. All hirers must complete a letting of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

For the purpose of charging, the headteacher is 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 chargers forms *Appendix 1* 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 (1) hour.

The governors reserve the right to require a deposit over and above the hiring charge to safeguard against any 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 costs incurred by the school which are unavoidable and result directly from the cancellations 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 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.

# **LYMPSTONE C. of E. PRIMARY SCHOOL**

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### **Security**

The governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegated power to the Headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage. The locking up of the building will be the responsibility of either the caretaker or a senior management key holder.

### **Review of Policy**

The governors will review the policy each year and the scale of hire charges for the forthcoming year will also be reviewed and updated.

### *Appendix 1*

#### **Scale of charges**

Charges for each category of user are the same. Statutory and designated uses should have priority of access over private users.

Classroom	£15.00 per hour
Playground	£20.00 per letting
PE Equipment	£20.00 per letting

Any hall letting is detached from this school policy as it is an agreement decided between the client and The Village Hall Committee