

# ***Baginton Fields School***



*"Working Together for Outstanding Achievement"*

## ***Lettings Policy***

Next review Autumn Term 2020

## ***Baginton Fields School Lettings Policy.***

The policy of the Governors is that the school should seek to maximise income generated through the promotion and hiring of facilities. The governors are committed to a community development programme which includes access school facilities by the community in its broadest sense.

The school premises will be available for lettings from Monday to Friday evening and during the school day and at weekends when not required by the school.

The delegated budget should not subsidise the costs of lettings. It is the policy of the school to ensure that the cost of credit/bad debt be kept to a minimum commensurate with the nature of the business of frequent monitoring and in accordance with the Council Financial Regulations specified within the LMS Scheme. Payment should be made in advance unless prior written permission is obtained.

The schools hiring policy should be kept under annual review to ensure that the building is economically used by hirers of a reputable character in accordance with the City Council Lettings guidelines. The school premises will not be let to any persons under 18 years of age or to any organisation with an unlawful or extremist background.

All hirers must be familiar with, and adhere to, the Conditions of Hire.

### ***Procedure:***

- The arrangement for day to day management and approval is delegated to the Headteacher.
- Credit facilities will not be given.
- Payment should be made in advance.
- The Headteacher should be informed where accounts have not been settled.
- In the event of non-payment the hirer should be contacted and where necessary, access will be refused until payment is made in full.
- Where payment is not made the Headteacher will initiate recovery procedures/write off procedures in accordance with the City Council Finance Procedure.

The authority and process for the write off of debts shall be:

Upto £250.	Headteacher with report to governors
Over £1000	Coventry LA.

Lettings Policy will be reviewed 3 yearly.