



# Lettings and Hire Charge Policy

**Chair of Governors:** *P. L. Clu*

**Headteacher:** *D Whitehead*

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**This document is available to Governors, Staff and can be accessed either by hard copy (located in School Office) or electronically in Staff Share on the school network**

## Lettings and Hire Charge Policy For Woolley Wood School

- 1 The Head teacher will be responsible for all matters concerning lettings. Facilities will only be let where they are not needed for school purposes.
- 2 The aim of the lettings policy is twofold: to generate income for the education of pupils; and to enable the provision of community facilities, which benefit pupils and their families.
- 3 No facility will be let to any person or organisation for a purpose, which in the opinion of the Head teacher is inconsistent with the aims and values of the school, as detailed in the School Lettings Procedures Document.
- 4 No letting will be subsidised from the resources provided for the education of the pupils. All hirers will be required to demonstrate to the satisfaction of the Head teacher that they have adequate Public Liability insurance to compensate in instances of hirer negligence; the Head teacher should consult the School Lettings Procedure Document and or the Council's Insurance & Risk Team as to the adequacy of the insurance.
- 5 Requests for lettings must be notified to the Head teacher using the Application Form provided in the School Lettings Toolkit, the Head teacher will also require copies of appropriate insurance documents, event licences or safeguarding information if appropriate.
- 6 Both the school and hirer will be bound by the requirements set out in the School Lettings Procedure Document and the Summary of Conditions of Booking School Premises Document.
- 7 Lettings will be chargeable under one of two categories & VAT accounted for accordingly:
  - a Cost recovery: this rate will apply to groups providing non profit-making facilities to the Community including pupils and/or their families, which in the opinion of the Head teacher are supportive of the aims and ethos of the school. A charge covering the full cost will be levied including energy, any additional cleaning, caretaking, an allowance for wear and tear, and administration. Where these costs can be shared between groups hiring facilities simultaneously the charge may be reduced to a level where costs are recovered;
  - b Income generating: this rate will apply to all other lettings. In addition to recovering costs as in (a) above, lettings will be charged at such a rate as to generate income for the school, the expected level being cost plus 25%.
- 8 The Head teacher or School Manager will work out and agree a schedule of costs for facilities, to be appended to this Policy, and will report annually to the Finance or other appropriate Committee on the operation of the Lettings and Hire Charge Policy, including the pattern of costs, income generated and any suggestions for amendment to the Policy.