



# Lettings Policy

Date approved: September 2018

Review due: September 2021

## 1. Philosophy

Provided that there is no interruption to, or curtailment of, school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school.
- Better integrate the school into the local community.
- Satisfy some of the needs of local individuals, groups and organisations.
- Increase the use of facilities, which are of necessity under used by the school.

## 2. Implementation

All lettings will be at the discretion of the Governing Body or its representatives, who may refuse lettings if they consider it in the interests of the school to do so.

- School and TePTA activities have priority.
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time.
- **Users sign a contract that covers:**
  - Terms and conditions relating to type of and length of use.
  - Cancellation.
  - Damage.
  - Insurance.
  - Charging
  - Restrictions on use.
  - Licensing for the sale of alcohol, or public performances.
  - All school buildings and associated premises are non-smoking areas
  - Parking
  - Requirement to abide by the schools Race Equality Policy
- The contract may be updated annually or termly.
- Payment is made as arranged with the school's Finance Manager.

- Specific charges are set at the time of the contract.
- A diary is kept covering all school, TEPTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays.

### **3. Charges**

- All charges will be subject to periodic review by the Governing Body
- The calculation of charges will include consideration of the real costs of heat, light, sewerage and water, and the cost of caretaking for the event
- All lettings to charitable and community groups are made with a discount which is currently 28%
- Other charges are agreed by the Governing Body and may include an element for profit above actual costs

### **4. Roles and Responsibilities:**

The school's Finance Manager is responsible for the construction and regular update of the lettings diary.

- The TePTA secretary and individual teachers are responsible for informing the Office Manager as soon as possible, of events outside teaching hours, which will use the school premises.
- A Risk Assessment is carried out by the Caretaker and an authorized member of staff prior to a new letting being undertaken.
- Opening and closing the school is undertaken by the Office Manager, or a casual caretaker, or by prior agreement with an authorised member of the staff.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used.
- Post-letting checks are made by the caretaker and reported to the school authorised representative.
- Follow-up of unsatisfactory lettings is made. Due attention is to be paid to avoid undue wear and tear on the buildings and equipment.

### **5. Monitoring and review and effectiveness of the policy**

The Executive Headteacher has responsibility for the day to day operation of this policy. One of the success criteria will be the additional income raised for the school, less the cost of any reasonable wear and tear made during lets to the furniture and fabric of the school, costs of additional heating and caretaker's wages.

## New Rates for hire of the school hall from January 2018

### New Rates for hire of the school hall from January 2018

Hourly rate:	£15.00 per hour
Hourly rate with heating	£24.00 per hour
Setting out of hall (chairs etc.)	£12.00
Standard charge for unlocking and locking up	£20.00 per letting ( <i>this charge is for evenings and weekends</i> )
Hire of hall per day 8-5pm	£135.00 (without heat)
Hire of hall per day 8-5pm	£216.00 (with heat)