



## Lettings Policy

### Philosophy:

Provided there is no interruption to 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
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

### Implementation:

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PTA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Headteacher/Governors and reviewed annually (Appendix A)
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement 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
- Parking

### **Roles and Responsibilities:**

The school finance administrator is responsible for the construction and regular update of the lettings diary.

- The PTA secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the caretaker, 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
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the caretaker and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

### **Monitoring & Evaluation:**

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

This policy is effective from 1<sup>st</sup> April 2016 and the Governing Body will ensure the policy is reviewed no later than March 2019.

The policy may be revised at other times if necessary to take account of any statutory regulation or associated guidance or changes in policy by Kent County Council's policy.

Signed.....  
(Headteacher)

Date: 4/4/16

## Appendix A - Hourly Charges

	<b>Community Use</b>	<b>Personal Use</b>	<b>Commercial Use</b>
	<b>Weekday</b>	<b>Weekday</b>	<b>Weekday</b>
<b>Hall</b>	<b>£30</b>	<b>£40</b>	<b>£80</b>
<b>Playing Field</b>	<b>£60</b>	<b>£80</b>	<b>£160</b>

A £40 weekend supplement will be levied on all categories of letting to cover the extra cost of caretaking/ cleaning incurred by the school outside the standard school week.

### **Note:**

Personal and Commercial lettings will require a deposit equivalent to 1 hour's charge to cover the eventuality that:

- extra cleaning is required in order to return the hired area to a satisfactory state

Or

- chargeable breakage(s) occur

This money will be used to offset the cost of cleaning and/or repair. Any unused money will be returned to the Hirer.

Individual contracts exist for a number of organisations under the Extended Schools provisions. Refer to the Lettings Folder for details and charges.