



Lettings Policy Statement

LETTINGS POLICY STATEMENT

Adoption

The school governors adopted the lettings policy and the scale of charges set out below

Policy Objectives

The governors adopt and endorse the school Lettings Policy and recognise the principles therein, namely :-

- are a valuable community resource;
- educational usage, education premises constitutes a natural priority;
- that 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.

Conditions of Hire

The governors have agreed to continue to use current hire agreement forms. (Appendix 1)

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 following persons. **Lynda England – School Business Manager**

Variations

No member of staff is allowed to vary that in terms and conditions from which the school premises are hired to either individuals or organisations nor 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 lettings 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.

Scale of Charges

In arriving at their scale of charges the governors have followed the following principles :-

- users will be charged no more than session cost;
- that there will be parity of treatment for similar users;
- that overall the cost of letting school facilities will be recovered from users.

Minimum charges and requirements

The hire period of two hours will be classed as 1 session and charged at £25 per session.

All users shall provide public liability insurance documents with the amount of liability covered clearly shown

Damage to property or fixtures and fittings will be charged by the school to user.

Payment methods

The user will be invoiced on a termly basis and payment is expected within 30 days from receipt of invoice.

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.

Review of Policy

The governors will review the policy each year in the month of November and the scale of hire charges for the forthcoming year will also be reviewed and updated. *{ The primary element in any lettings fee is the caretaking charge and therefore governors may feel it appropriate to review the charge on a financial year basis since the caretaking contract runs to similar dates. }*