



*Together we can make a difference*

## **Lettings Policy**

**Name of school: Bexton Primary School**

**Date of review: Spring 2017**

**New review date: Spring 2018**

### **Rationale**

Bexton Primary School wants to ensure that procedures are in place to apply a fair and consistent approach when considering applications to let the school premises.

### **Policy Objectives**

The governors adopt and endorse the Cheshire East Council's Lettings Policy and recognise the principles therein, namely :-

- (i) that school premises represent a significant capital investment and should be fully utilised ;
- (ii) are a valuable community resource;
- (iii) educational usage, education premises constitutes a natural priority;
- (iv) 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.

### **Administration of Lettings**

All applications for the hire of school premises must be made to the school business manager. The school reserves the right to decline applications to let the premises.

### **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 Governing Body 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 hire of premises 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.

In addition, the school will request that hirers hold public liability insurance and that they ensure appropriate measures are taken to ensure that suitable checks are made on any volunteers / staff that deal with children.

### **Scale of Charges**

In arriving at their scale of charges the governors will consider:

- the benefit to the local community of the proposed letting
- the cost to the school of facilitating the proposed letting

The decision in respect to the amount to be charged to any hirer is at the discretion of the Head Teacher although guidance is provided in Appendix A.

### **Minimum charges and deposits**

The minimum hire period will be 1 hour.

The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

### **Invoicing**

Users who hire the hall regularly will be invoiced on a termly basis. Invoices should be paid within 14 days of the date of the invoice and the school reserves the right to charge an administration fee for chasing non-payment of debts.

### **Cancellations**

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

### **Extension of Credit**

The governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued. The governors have chosen to delegate the approval of credit facilities to the school business manager who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

### **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 and the scale of hire charges for the forthcoming year will also be reviewed and updated.

### **Appendix A**

## Charging

The following list is a guideline for charging purposes (Spring 2017):

	Community Use (£ per hour)	Commercial Use (£ per hour)
<b>Primary Schools</b>		
Hall	10.00	20.00
Classroom	10.00	27.30
Football Pitch (Synthetic – full size)	£10.00 per game	20.00
School Grounds	£15.00 per hour	30.00
Additional charge when a keyholder is required	£20.00 per session	£25.00 per session

These letting charges have been designed to be used as a GUIDE when charging for the use of School facilities.