

## LETTINGS POLICY

### 1. Introduction

This policy has been agreed by the Governing Body and sets out the arrangements concerning the use of school premises, accommodation and facilities outside the normal school day. The Governing Body recognises that it should exercise control over the use of the school premises outside school hours, set letting fees and have regard to the desirability of use by the local community.

### 2. School Use of Premises

- 2.1 School use is defined as any activity initiated by the school - educational activity, fund-raising, Governors' Meetings, parents' meetings and staff meetings.
- 2.2 School activities will be charged no, or a minimal, letting fee. The costs of site manager fees and energy will be met from the school budget if required.

### 3. Subsidised Lettings

- 3.1 Schools are not allowed to subsidise non-school activities and, therefore, overall, the Governing Body expects school lettings to be self-financing.

### 4. Conditions of Hire

- 4.1 The Governing Body issues the Standard Conditions of Hire with every Letting Form.
- 4.2 The completion of a Letting Form with the signature of the Head Teacher and the Site Manager is a pre-requisite for letting the school premises.

### 5. Letting Administration

- 5.1 The Governing Body reserves the right to:
  - refuse a letting to any applicant who owes payment from a previous letting until the outstanding payment is made
  - require payment in advance
  - require 24 hours notice of cancellation and to charge the Site Manager's fee to the hirer in case of default
  - charge for the actual time needed by the hirer including time for setting up and clearing up
  - make the same charge throughout the year regardless of whether or not heating is required. Energy costs will therefore be equated across the whole year and all non-subsidized lettings
  - support the PTA by making no charge for Committee Meetings
  - vary these guidelines in particular circumstances and by agreement with F & GPC
  - review Letting Charges annually with implementation from 1st September.
- 5.2 The procedures followed by the school include:
  - processing an application
  - completing the Return of Lettings
  - submitting the Return of Lettings
  - paying the Site Manager's fee and the factors to be taken into account
  - charging the hirer
  - issuing receipts
  - accounting for income
- 5.3 The administration of lettings is completed by the School Business Manager and authorized by the Head Teacher. The Site Manager's Return of Lettings is submitted to the Head Teacher on a termly basis.

## 6. Letting Charges

6.1 The basic hourly Letting Charge will be made up as follows:

- The Site Manager's Fee (based on current national rates)
- an hourly energy charge (based on the annual energy budget divided by 1500).
- a contribution to wear and tear and administrative costs

6.2 No payment will be made to the Site Manager for any letting that takes place before 6.00pm on a school day (5.45pm on a Friday) as this is within normal contractual duties.

6.3 an annual inflation review is implemented in September each year. The figure to be based on the current inflation rate.

6.4 the charging structure recognises the following categories of users:

**School** – governors, PTA, staff members - no or minimum fee

**Private** – for adult or children's parties, etc - full fee

**Community** (run by volunteers) – youth work & uniformed organisations - subsidized fee

- adult community groups - full fee

**Child-Care** after-school club – *Kids' Club, Early Bird Breakfast Club* - full fee

**Organisations offering after-school opportunities** - YMCA Sport, Nottm Forest etc

In these cases, the money is managed by the organisation. However, the school has wear and tear and administrative costs. - block fee

**School initiated extra-curricular activity** – eg Chess Coaching; Broxtowe Sports; adult ICT

In these cases, the school sets the pupil/adult charge (if any) to parents. – the charge, to be set by the school, will reflect any provider fees and administration costs or any agreed subsidy.

**PTA events** will be charged at the basic hourly rate plus any opening fees. As PTA events raise money for our school, this will be regardless of the number of rooms required. Committee meetings will not be charged

6.5 Lettings charges will be reviewed annually by F&GPC to take into account any increased costs to the school and set out in a Lettings Review document.

## BRAMCOTE HILLS PRIMARY SCHOOL - LETTINGS

### Conditions of Use

1. The hirer shall pay the charge requested within 30 days of receiving the invoice.
2. The hirer shall ensure that activities are conducted in an orderly manner and under adult supervision.
3. For the purpose of a function to which the general public are admitted, and at which there may be a large gathering, it is the responsibility of the organizers to ensure that responsible persons maintain order throughout the whole period of the letting. Due to fire regulations numbers are restricted to 200 (seating) and 300 standing.
4. The hirer shall be responsible for all security within the hired area, also for any losses of goods or personal effects, and pay the cost of making good all damage caused to the premises or other property of the school.
5. The hirer shall obtain, at their own expense, all the necessary licenses required in connection with the use of the premises.
6. The use of the premises is restricted to the time indicated on the letting form.
7. Any furniture and school equipment must not be moved without the permission of the Head teacher or their representative. The use of school/classroom equipment and all stationary is not included in the letting fee. The fee for equipment hire will be discussed upon request.
8. The premises must be left in a clean and orderly condition as found.
9. No special preparation may be applied to the floors of the school for dancing or other activities.
10. In the event of the premises not being used after approval has been granted, the applicant will be responsible for the payment of the letting fee if written notification of cancellation is not received by the school at least 24 hours before the approved time of letting.
11. Vehicles parked on the premises at the owners' risk.
12. The applicant may not sublet to any other party.
13. When hiring outdoor facilities the hirer shall remove everything brought by them on to the school site, leaving it in a clean and orderly condition, and in so far as it is practicable remove all litter and refuse from the site.
14. The school may cancel the hiring on occasions where it is of the opinion of the school, that it would be potentially dangerous to allow the activity to continue.
15. Contact name and number must be supplied.
16. The school's No Smoking Policy must be adhered to at all times.