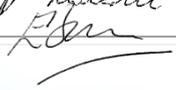




Christleton Primary School
Be the best you can be

**Lettings
Policy**

Date of Policy	March 2017
Policy Reviewed	March 2020
Next Review	March 2022
Signed Head teacher	
Signed Chair of Governors	

Christleton Primary School

Charges and Lettings Policy

Introduction

The Governing Body of Christleton Primary School regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind. It is also the policy of the Authority to maximise the use of all educational premises and to seek to encourage the active participation of as wide a range of groups as possible from the community.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

Definition of a Letting

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Charges for a Letting

- The Governors have agreed to use the CWAC schools' lettings charges as a general guide when charging for the use of the school premises for community and commercial purposes. However, governors will exercise their discretion when agreeing and reviewing exact charges on an individual case by case basis, based on the category of letting and local context.
- The Governing body will ensure that the school's budget does not subsidise non-school activities and that all costs are recovered.
- The Governing body will review charges annually.

Lettings/hiring charges are based on four categories. These categories are for general guidance. The Governors may, at their discretion, add further users within the appropriate categories.

Group A - Use

The following qualify for free letting:

- a) All school events (parent consultations, governors' meetings, performances, fundraising etc.)
- b) Parent Forum meetings and functions. The school expects the rooms used to be 'left as found'.

Group B – Adult & Community Learning

- a) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if no admission charge/non-profit making).
- b) Parent Forum meetings and functions (when there is an admission charge).

Group C – Public Community Use

- a) These lettings are for those who book on an occasional basis. The person/group hiring is non-profit making, but they may be fund-raising.
- b) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if an admission charge is made/profit making).

Group D – Outside Company profiting from the letting Commercial Use

These lettings are for private and commercial groups. The person/group may be charging a fee to the public in order to make a profit. The charges will be at the discretion of the Governors according to the individual requirements of the hirer. A deposit will be required. There will also be a payment for charge caretaking service.

Extraordinary Lettings

School Holiday lettings, whole/large part of the school. Special charges will be fixed at the discretion of the Governors

In the event of the school needing to cancel an agreed letting, the school /governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.

Management and Administration of Lettings

The Headteacher is responsible for the management of lettings. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the Chair of the buildings and maintenance Committee (or alternative, as appropriate), who is empowered to determine the issue on behalf of the Governing Body. In addition, the Headteacher may consult with the Director of Children's Services regarding any individual letting, and as a result the letting application may be refused.

The Administrative Process

Organisations seeking to hire the school premises should approach the Headteacher (or other designated member of staff), who will identify their requirements, aims and objectives. At this point the head will clarify the facilities available. A form (see Letting application) should be completed at this stage. The Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing by the headteacher. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

The Governing Body will determine whether a nominated person from school is required on site when the premises are being used. If not, a responsible person, previously agreed with the school, must be on call.

Once a letting has been approved, a form will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. (Schools may seek payment in advance in order to reduce any possible bad debts.)

A transfer of control agreement form must be completed by all applicants and for all Lettings beyond the school family, insurance documentation must be in line with that required by the Local Authority.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure. This named person is deemed to be in charge and able to investigate any difficulties that may arise.

All lettings fees which are received by the school will be paid into the school's delegated budget, in order to offset the costs of services, staffing etc. (which are funded from the school's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved. All lettings to be referenced in the headteacher's governors report.

Public Liability and Accidental Damage Insurance

- Hiring conditions must be adhered to at all times.
- Smoking is not allowed on the premises in line with school's 'No Smoking Policy'.
- Alcoholic Drinks
 - a. An occasional license must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school.
- All organisations submitting applications for letting of school premises must certify that they possess an appropriate level of cover for the activity being undertaken.
- The minimum level of cover required by the governing body is £5,000,000
- The Hirer should retain the Hiring Conditions and return the Hiring Application to the Headteacher

Outcomes

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.