

Lettings Policy



St Vincent's Catholic Primary School

Mission Statement:

To love, serve and learn as Jesus shows us

DOCUMENT STATUS

<u>Approved and adopted by Governors:</u>	<u>Last Reviewed:</u>	<u>Next review:</u>
May 2021	May 2023	May 2024

LETTING POLICY

1: INTRODUCTION & OBJECTIVES

The Governors acknowledge the opportunity to maximise cash income to the school by the appropriate profitable letting of the school premises together with their responsibility to facilitate social and extra-educational activities for the children of the school and residents in the area.

The purpose of the Letting Policy is to establish the school Governors' criteria for letting of the school premises, the categories of prospective hirers and the scale of charges. The accompanying conditions of hire agreement provide more details of the responsibilities of the hirers and must be read alongside this policy.

2: THE LETTING POLICY

Criteria for Lettings

The Governors will consider applications for hire of the school premises that fulfil one or more of the following criteria:

- Lettings for the use of school support organisations e.g. Parent Friends Association and affiliated activities.
- Lettings that deliver, in the opinion of the Headteacher, appropriate educational benefits to the children of the school.
- Lettings that deliver a social benefit to the children and/or parents of the school.
- Lettings for local community activities.

In considering applications the Headteacher will need to be satisfied that the school premises are suitable for the intended purpose of the let and that the intended activity does not, in the opinion of the Headteacher, conflict in any way with the normal routine or ethos of the school, or the comfort of the staff and pupils.

If an application for a let is refused any decision of the Governors will be final.

3: APPLICATIONS FOR HIRE OF THE SCHOOL PREMISES

Applications by prospective hirers must be made in writing to the Headteacher and must include the following information:

- The identity of the intended hirer and if appropriate the hirer's agent.
- The intended purpose for the hire of the school premises.
- The school facilities required. (Note: the use of the school kitchen ovens and hobs will require the attendance of the school cook at a cost extra to the standard letting charge.)
- A charge will be made for the caretaker for opening and/or closing the school.
- The number of persons to be on the school premises during the hire period.
- The intended hire period.
- The charge, if any, to be made by the hirer for the intended activity.

(In the event that the intended hirer requests a discounted or fully abated Let fee - see paragraph 4 below - the headteacher WILL require specific information relating to the financial basis of the underlying undertaking.)

- Confirmation that any necessary Licenses, Insurances etc. for the activity have been/will be obtained before the commence of the let.

4: SCHOOL LETTINGS CHARGES

The charges for hire of the school premises are set out in **Appendix A attached** and are the recommended by the Governing Body.

It is a condition of the letting agreement that in the event of activation of the school alarm resulting from incorrect setting of the alarm by the Hirer when locking up at the end of the Let or activation by way of the premises being left inadequately secured by the Hirer at the end of the Let, then the Hirer will account to the Governors for any costs resulting from the alarm activation.

Discounted or abated Letting Fees

When setting the charge for an agreed letting in accordance with the rates in Appendix A the governors will consider discounting or abating at their absolute discretion the scale fee for those applications that fall within the categories listed at **paragraph 2** above.

When a Letting fee discount or abatement is requested and/or is thought to be appropriate the Governors' decision regarding the Letting fee will be determined by reference to the following:

- will the Letting result in any intrusion upon normal school activities?
- will the charging of a Letting fee adversely affect the viability of an educational or a community use project?
- will the Letting require use of school equipment?
- any extra costs incurred by the school in respect of the Letting such as caretaking, cleaning.

Refer to paragraph 3 regarding the use of school ovens

Payment of Letting charges

For one-off lettings the agreed fee must be paid to the Headteacher at least **7 days in advance of the Letting.**

For repeat Lettings the agreed fee must be paid to the Headteacher at the **beginning of each half term in advance.**

APPENDIX A

Community/Commercial Use

Use of the school hall	£30.00	Per Hour
Use of a classroom	£25.00	Per Hour
Link Club Room	£600.00	Per Term
Use of school field	£600.00	Per Season OR £50.00 Per Day

These rates do not include any element either for caretaking or use of the school ovens that require the attendance of the school cook.

St Vincent's' Catholic Primary reserve the right to review their Annual Fees:

Signed:

Chair of Governors

Date:

—

Please sign both copies of the agreement

Keep one for your records and return the other to St Vincent's Primary School.

Letting Agreement

I, _____

as a representative of _____

(Company/Organisation)

agree with the conditions outlined in St Vincent's Catholic Primary School's Letting Policy and Conditions of Hire Agreement.

We agree to -

pay a sum of £ _____ over a period of _____

from _____ to _____ (*month and year*) to hire

the _____

Signed _____

Date _____

Print Name in Capitals
