

# RIVERSDALE PRIMARY SCHOOL

## Lettings Policy



## **Aims & Objectives**

### **The Governing Body:**

- Recognises that the school premises are a valuable community resource and should be fully utilised.
- Aims to support extra-curricular provision for young people and community activities [of an educational, recreational or cultural nature].
- Will give priority to school and PTC events.
- Will facilitate use by the Council and members of the Extended Schools Partnership for further education or other sponsored activities.
- Will use the income generated from letting any part of the school premises for the general benefit of the school.

### **Charging Policy:**

#### The Governing Body:

- will charge for letting and will determine a scale of charges.
- will agree the number and type of any free lettings.
- will ensure that there is no net cost to the school budget from any free lettings.
- may cross subsidy for voluntary and community use from income from other lettings provided no charge is made in the budget share.
- will retain any income from lettings in addition to the school budget share
- will provide the premises officer with a room rent free in the school house, if there is one available and the premises officer needs somewhere to live. the premises officer will have additional duties in lieu of rent.

### **Charging Practice:**

#### The Governing Body:

- will agree a financial target.
- will ensure realistic financial projections are produced.
- will ensure that charges comply with current legislation.
- will provide that the finance committee reviews the scale of charges annually, during the spring term, for implementation with effect from 1 september that year.
- will formally agree any revised scale of charges.
- will ensure that there is appropriate reporting and monitoring of progress.
- will ensure that the contractual responsibilities of the school and the hirer are clearly set out and current charges provided in advance.
- will provide that the income is paid into the official school public fund/disbursement bank account.
- will provide that, wherever possible, income is collected in advance.

### **Administration Of Letting:**

- The Headteacher is responsible overall for the management of lettings in accordance with the Governing Body's policy
- The Headteacher may delegate all or part of this responsibility to other members of staff while retaining overall responsibility.
- Community Letters will take place at the discretion of the Headteacher.
- If the Headteacher has any concern about the nature of a letting the Headteacher will consult with the Chair of the Governing Body to determine the issue on behalf of the Governing Body.
- The Governing Body has the right to refuse a letting.
- The Governing Body may require a deposit as a surety against damage to the premises or equipment or the premises being left in an unacceptable condition necessitating expenditure on cleaning, caretaking or other expenses.

- The Governing Body will seek to recover any reasonable unavoidable cost resulting directly from the cancellation of the letting.
- The Governing Body will seek a risk assessment for each hire.
- No member of staff may vary the terms and conditions of the letting or deviate from the published charging policy.
- All lettings will be documented and booking fees taken in advance; cheques must be supported by a guarantee card, and a receipt issued.
- For long term regular bookings the Governing Body may extend credit and invoice the hirer on a monthly basis.
- The Governing Body reserves the right to withdraw credit facilities where prompt payment is not received.
- Hirers will be provided with a copy of the terms and conditions of hire and details of the charges.
- Hirers will be named individuals and the agreement will be in their name giving their permanent private address
- The hirer must confirm that adequate and appropriate public liability insurance cover is in place for the activity to be carried out.
- Hirers must confirm that they will comply with current Licensing, Health and Safety, Child Protection and other relevant legislation.
- The minimum requirement for public liability cover is £5 million.

### **Review Of Policy**

The Governing Body will review this policy every [3] years.

## **APPENDIX 1:**

Riversdale Lettings:

School house rooms from September 2017:

- Monthly charge - £450
- Monthly charge for small room - £360
- Site Manager (as required) – No charge

School Premises

- School Club - £1 per child

Commercial lettings from September 2017:

- Use of hall - £30 per hour (From October 2017 for current users)
- Use of swimming pool by approved users : £35 first hour / £30 per hour thereafter
- Use of AstroTurf and Dining Hall - £50 per hour
- Use of Dining Hall - £30 per hour
- Use of AstroTurf - £30 per hour
- Use of Classroom - £25 per hour

After School Care – Capitation fee as negotiated

Holiday Clubs – Capitation fee as negotiated