

# RIVERSDALE PRIMARY SCHOOL

## Lettings Policy

Date: 14th March 2024

Review Date: 13th March 2025



## 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

### Charging Practice:

#### The Governing Body:

- will agree on 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 to 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 Lettings 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 at least annually, or earlier where necessary.

## **APPENDIX 1:**

Riversdale Lettings:

School house rooms from September 2023:

- Monthly charge - £450
- Monthly charge for small room - £360

School Premises

- School Club - Costs vary depending on club resources and delivery.

Commercial lettings from September 2023:

- Use of hall - £30 per hour
- Use of swimming pool by approved users: £50 first hour / £45 per hour thereafter
- Use of AstroTurf and Dining Hall - £55 per hour
- Use of Dining Hall - £35 per hour
- Use of AstroTurf - £30 per hour
- Use of Classroom - £30 per hour
- Use of top hall £55 per hour with use of car park

If a hirer offers free places to children of the school then the price will be negotiated to reflect this.

If a charity wishes to use the premises then again the price will be negotiated.

Where necessary, the school may adapt charges outlined above on a case by case basis, at the discretion of the Headteacher. Those wishing to let a school space may therefore be charged more if deemed appropriate by the school.

After School Care – Capitation fee as negotiated

Holiday Clubs – Capitation fee as negotiated