



Bexton Primary School

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Lettings Policy

Name of school: Bexton Primary School

Date of review: Spring 2021

New review date: Spring 2022

Rationale

Bexton Primary School wants to ensure that procedures are in place to apply a fair and consistent approach when considering applications to hire the school premises.

Policy Objectives

We recognise:

- (i) that school premises represent a significant capital investment and should be fully utilised;
- (ii) are a valuable community resource;
- (iii) educational usage of education premises constitutes a natural priority;
- (iv) that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

Administration of Lettings

All applications for the hire of school premises must be made to the School Business Manager. The school reserves the right to decline applications to hire the premises.

Variations

No member of staff is allowed to vary the terms and conditions under which the school premises are hired to either individuals or organisations nor to deviate from the Governing Body published charging policy.

Lettings Documentation

All formal hiring of the schools premises, including those for which no charge is made shall be properly documented. All hirers **must** complete the hire of premises agreement and are to receive

a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

In addition, the school will request that hirers hold public liability insurance and that they ensure appropriate measures are taken to ensure that suitable checks are made on any volunteers / staff that deal with children.

Scale of Charges

In arriving at their scale of charges the governors will consider:

- the benefit to the local community of the proposed letting
- the cost to the school of facilitating the proposed letting

The decision in respect of the amount to be charged to any hirer is at the discretion of the Head Teacher although guidance is provided in Appendix A.

Minimum charges and deposits

The minimum hire period will be 1 hour.

The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional costs for cleaning, caretaking or other expenses.

Invoicing

Users who hire the hall regularly will be invoiced on a termly basis. Invoices should be paid within 14 days of the date of the invoice and the school reserves the right to charge an administration fee for chasing non-payment of debts.

Cancellations

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

Security

The governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegate power to the Headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

Review of Policy

The governors will review the policy each year and the scale of hire charges for the forthcoming year will also be reviewed and updated.

Appendix A

Charging

The following list is a guideline for charging purposes (Spring 2021):

	Community Use (£ per hour)	Commercial Use (£ per hour)
Hall	£10.00	£20.00
Classroom	£10.00	£20.00
Football Pitch (Synthetic – full size)	£10.00 per game	£20.00 per game
School Grounds	£15.00 per hour	£30.00 per hour
Additional charge when a keyholder is required to open up school premises	£20.00 per session	£25.00 per session
Additional charge when a keyholder is required to lock up school premises	£20.00 per session	£25.00 per session

These letting charges have been designed to be used as a GUIDE when charging for the use of School facilities.