

# **MALCOLM SARGENT PRIMARY SCHOOL**

## **LETTING CHARGES AND PROCEDURES (FORMERLY LETTINGS POLICY)**

**1 September 2018**

**Next Review Date: 1 September 2019**

### **1. INTRODUCTION**

- 1.1 The letting of the school premises by the community is welcomed. It is necessary to set guidelines to ensure that lettings are:
- i. Properly documented
  - ii. Cost effective
  - iii. Of a type conducive to the size and general disposition of the facilities
  - iv. Produce as reasonable a level of income as possible

### **2. GENERAL**

- 2.1 The lettings of the school facilities will be made to local organisations/bodies. Priority will be given to activities which benefit the children of the school and the school community. Where the purpose of any letting would appear to be detrimental in any way to the general conditions or otherwise of the facilities, or those of the school, the letting will be refused. This will be determined by the nominated Lettings Officer.
- 2.2 Use of the premises for school functions will take priority over lettings.
- 2.3 All lettings are made in accordance with the school's policy that no-smoking is allowed in the building or on the school premises.

### **3. LETTING CONDITIONS**

- 3.1
- i. Lettings should be made through the nominated Lettings Officer
  - ii. Lettings to the PTFA are to be made free of charge
  - iii. Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear and tear and administration costs.
- 3.2 The attention of hirers must be drawn to the constraints imposed by statutory requirements of the letting of premises
- i. Public music, singing, and dancing can only take place in premises that have a Music, Singing, and Dancing Licence. Applicants must be requested to observe the conditions limiting the hours during which the activity can take place and the maximum number of persons who can be present in the licensed accommodation.
  - ii. Public performance of stage plays etc can take place only in premises that have a Stage Play Licence issued under the Theatre Act 1967.

Hirers requiring accommodation for this purpose must ascertain from the nominated Lettings Officer if there is such a licence and what its conditions are, particularly in respect of maximum size of audience and seating arrangements.

- iii. Intoxicating liquor cannot be sold on the premises unless the hirer or person providing the bar facilities had obtained a licence from the Justices. Such a licence must be shown to the nominated Lettings Officer before commencement of the letting. The bar must be situated where persons under the age of 18 years cannot obtain access.
- 3.3 Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
- 3.4 Lettings to all other hirers will be charge at cost, plus a profit margin determined by the governing body.
- 3.5 The school will retain income derived from lettings and costs to the school of lettings will be met from this income.
- 3.6 The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- 3.7 Decision whether to permit lettings will be made by the governing body. If the headteacher believes a letting should not be permitted he/she will report the reasons to the governing body.
- 3.8 All persons hiring the school premises will be expected to conform to the relevant health and safety regulations.
- 3.9 All hirers must carry sufficient Third Party Liability and Public Liability insurance to satisfy LEA requirements.

#### **4. ARRANGEMENTS FOR MONITORING AND EVALUATION**

- 4.1 The Finance and Stewardship Committee of the Governing Body may occasionally receive reports from the headteacher to produce a schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.
- 4.2 Issues that required intervention by the headteacher will be noted, together with the action taken and the outcome. The Committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

## 5. LETTINGS FEES

- 5.1 Charges for the letting of school premises are as follows:  
Each letting is made up of a fixed amount as per the scales below and a variable amount depending on the type of letting and amount of time used.

Fixed Amount:

**Nil** per room per session on weekdays for school (or PTFA) run (free of charge) clubs and events

**£9.95** per room per session on weekdays 07:30 until 6pm

**£17.65** per room per session on weekdays finishing between 6pm and 10pm

**£26.50** per room per session on Saturdays up to 10pm

**£17.65** per room per session on weekdays and Saturdays after 10pm

**£18.10** per room per session on Sundays & Public Holidays 6am to 6pm

*(Per Hour or part thereof)*

	Community Rate	Normal Rate	Premium Rate
Room	£2.55	£5.05	£7.60
Staff Room/Small Kitchen	£5.00	£10.00	£15.00
School Hall	£9.35	£18.60	£27.65
Studio/I.T. Suite	£9.35	£18.60	£27.65
Playing Fields	£2.55	£5.05	£7.60

- 5.2 Long term bookings are welcomed and the school retains the right to vary these charges appropriately. Prices are available on request.
- 5.3 Community Rate is available for the Acorn Childcare Centre, youth services, music support, bands and orchestras, officers of the County Council, Women's Institute, Sports development schemes, as per the LCC guidelines.  
Community rate will be charged for non profit making organisations or organisations that provide a service directly to primary school children.
- 5.4 Note on staffing associated with school letting:- under this policy a community/normal booking will entail the Site Manager being available for unlocking/locking up at the start/end of each session rate and limited portorage of school furniture and cleaning duties (paid for 1 hour in total).  
premium rate will always be charged where the Site Manager is required on the school site throughout the duration of the booking, reasonable portorage of school furniture and cleaning duties.
- 5.5 Fees will be periodically reviewed by the Finance and Stewardship committee to ensure they are consistent with the policy objectives.

## 6. CANCELLATION FEES

- 6.1 Minimum of 2 weeks notice is required for cancellation. No fee is charged if a cancellation is received at greater than 2 weeks notice.
- 6.2 Cancellations at shorter notice than 2 weeks, but greater than 24 hours, will be charged at a rate of ½ the full letting fee. Cancellations at less than 24 hours notice will incur a charge equal to the full letting fee.
- 6.3 The full anticipated letting fee for the first day's hire must be paid at the time of booking. This deposit is non-refundable in the event of cancellation.