

LETTINGS POLICY & SCALE OF CHARGES

1. Policy Objectives

- 1.1 The governors adopt and endorse the County Council's Lettings Policy and recognise the principles therein, namely:
- that school premises represent a significant capital investment and should be fully utilised;
 - that school premises are available as a community resource;
 - that educational usage of education premises constitutes a natural priority;
 - that a profit margin should be when derived from private or commercial usage, but that is not the main objective when facilitating educational activity by designated users.

2. Priority Usage

- 2.2 The governors have adopted the following priority usage:

- statutory; e.g. elections
- designated; e.g. education
- private; e.g. 'keep fit', party

The governors have applied in each case the definitions identified in the Devon County Council's document BR 11 – *The Letting of Educational Premises and Grounds*.

3. Applications for Designated Status

- 3.1 The Governing Body has delegated its power to determine designated status to the Headteacher who will exercise discretion on its behalf and determine applications.
- 3.2 The outcome of such decisions shall be reported to the Governing Body each term.
- 3.3 The Headteacher will arrange for a list of approved organisations to be maintained. This does not preclude the Headteacher from referring sensitive applications to the full Governing Body at their discretion.

4. Conditions of Hire

- 4.1 The governors have adopted the standard Devon County Council conditions of hire. These terms form Appendix 1 to this Policy Statement.

5. Administration of Lettings

5.1 General

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire to the Headteacher.

5.2 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 governors' published charging policy.

5.3 Lettings Documentation

All formal hirings of the school premises, including those for which no charge is made, shall be properly documented. All hirers must complete a lettings hire agreement and should receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

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5.4 Scale of Charges

In arriving at their scale of charges, the governors have followed the principles set out below:

- a) statutory users will be charged on a cost recovery basis;
- b) designated users will be charged no more than cost;
- c) private users will be charged at cost plus an income margin for the school;
- d) there will be parity of treatment for similar users;
- e) the overall cost of letting school facilities will be recovered from users.
- f) for the purpose of charging hirers, the Headteacher is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.
- g) The Scale of Charges forms Appendix 2 of this policy statement.

5.5 Discounts

These form part of the Scale of Charges (Appendix 2) and are the only permitted variations to the standard charges.

5.6 Value Added Tax

The governors are constrained by law to apply value added tax to all transactions where this is appropriate.

5.7 Minimum Charges and Deposits

The minimum hire period will be two hours.

The governors reserve the right to require a refundable 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 additional expense being incurred for cleaning, caretaking or other such costs.

5.8 Cancellations

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm.

Cheques (wherever possible supported by a guarantee card) or cash are both acceptable. In all cases where cash or cheque are paid over then an official receipt must be issued.

5.9 Payment methods

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm.

Cheques or cash are both acceptable but cheques should be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued.

5.10 Extension of Credit

The governors will allow, where appropriate, the extension of credit to *bona fide* local organisations and individuals where they are satisfied that these are credit worthy. In all cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. Where credit is extended, an official County Council invoice will be issued. The governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The governors have chosen to delegate the approval of credit facilities to the Headteacher who will maintain a list for the guidance of administrative staff. In all cases where credit is advanced, the invoice is to be raised at the time of booking.

5.11 Security

The governors will not normally insist upon continuous caretaking presence. However, they reserve the right and have delegated power to the Headteacher

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to insist on caretaking presence where, in their view, the nature of the hiring may leave the school vulnerable to theft or damage. A charge will be made for this.

6. Review of Policy

The governors will review the policy each year in the Spring Term, and the scale of charges for the forthcoming year will also be reviewed and updated.

Next review date.....Spring 2014

APPENDIX 1 See DCC Conditions of Hire
APPENDIX 2 Scale of Charges