



Heathcoat Primary School

Lettings Policy

Agreed by Resources Committee on 19/04/2017

Review Date Spring 2018

HEATHCOAT PRIMARY SCHOOL **LETTINGS POLICY STATEMENT**

Adoption

The Resources Committee at their meeting on **19th April 2017** adopted the lettings policy, form and scale of charges set out below :-

Policy Objectives

The governors adopt and endorse the County's Lettings Policy and recognise the principles therein, namely :-

- (i) that school premises represent a significant capital investment and should be fully utilised ;
- (ii) are a valuable community resource;
- (iii) educational usage, 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.

Priority Usage

The governors have adopted the following categories of priority user :-

- (i) statutory users;
- (ii) designated users;
- (iii) private users.

The governors have applied in each case the definitions identified in the Devon County Council lettings policy document BR11.

Applications for Designated Status

The governing body have reserved the right to determine those organisations additional to those who have already been so determined by the county council, which may have designated status. The governors will review this list each year in March for the purpose of deciding whether designated status is still appropriate. At other times of the year applications for designated status will be dealt with by the governing body on 'an as and when' basis.

The governing body have delegated their power to determine designated status to the **Headteacher** who will exercise discretion on their behalf and determine applications. The outcome of such decisions shall be matter of report to the governing body each term. 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 his/her/their discretion.

The governors have decided that for the purpose of charging there will be **two** categories of designated user.

These are Designated and Private.

Conditions of Hire

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

Administration of Lettings

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 or Acting Headteacher.

Variations

No member of staff is allowed to vary that in terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the governors 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 a lettings of hire 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.

Scale of Charges

In arriving at their scale of charges the governors have followed the following principles :-

- (i) that statutory users will be charged an amount commensurate with cost recovery;
- (ii) that designated users will be charged no more than cost;
- (iii) that private users will be charged on a cost plus an income margin for the school ;
- (iv) that there will be parity of treatment for similar users;
- (v) that overall the cost of letting school facilities will be recovered from users.

For the purpose of charging 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.

The scale of charges forms Appendix 2 to this policy statement.

Discounts

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

Value Added Tax

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

Minimum charges and deposits

The minimum hire period will be two (2) hours.

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 cost for cleaning, caretaking or other expenses.

Cancellations

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 2.

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 wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued.

Extension of Credit

The governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official County Council invoice will be issued *{local payment schools will where appropriate use their own invoices}*. 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 and insert any others]** who is to 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.

Security

The governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegated 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 Resources Committee will review the policy each year in the Spring Term and the scale of hire charges for the forthcoming year will also be reviewed and updated.

REVIEW DATE: 19/04/2017

NEXT REVIEW DATE: Spring 2018