

St. Paschal Baylon Catholic Primary School



Lettings Policy

The *Governors* recognise that the various facilities of the school could be used by groups from the local community. They are keen to allow the use of the facilities to the benefit of the local community, provided this usage does not conflict with the interests of the school.

The principles upon which lettings will be conducted are:

1. The group using the facility meets the conditions laid down by the LA for Lettings.
2. Full responsibility for insurance is with the hirer who must evidence adequate insurance cover.
3. The activity of the group using the facility does not conflict with the aims and ethos of the school.
4. The income from the lettings must cover all costs of making the facility available and may include an element of profit for the use of the school.
5. If the activities of the group give cause for concern the lettings may be withdrawn immediately.
6. The use of facilities does not affect the normal operation of the school.
7. The decision of the *Governors* on whether or not to hire a facility is final.

Procedures for Hire of Facilities

1. Initial enquiry is by letter or email to the Headteacher.
2. Application made by an organisation.

This should be completed on the School Letting Form and be accompanied by details of:

- the name and nature of the organisation;
 - the officers of the organisation;
 - details of how the organisation intends to raise money to pay for the lettings.
3. Applications considered by Headteacher in consultation with *Governors* to ascertain:
 - suitability of application;
 - availability of dates/time required;
 - impact on normal operation of the school.

4. Applications approved or rejected:

- If approved - letter to group concerned giving conditions.
- If rejected - letter to group concerned giving reasons. Group may appeal to *Governors*.

5. Other requirements

- Premises are left in the condition they were found in;
- Activities are restricted to specified area;
- No smoking or dangerous substances to be used on premises.

St. Paschal Baylon Catholic Primary School

Lettings Procedures

1. First Enquiry About a Letting

When a prospective client telephones enquiring about a letting, the school should make a note of the name and address of the applicant, the name of the organisation, and what facilities they require.

2. Application Form

The client must now be sent an application form (**See appendix 1**). When the application form is returned, make sure that it has all been completed and that it has been signed.

3. Consideration of Application

The application will be considered by the Headteacher, in consultation with the Governors, in order to ascertain the suitability of the application, the availability of dates and times required and the impact on the normal operation of the school.

4. Acceptance/Rejection of Letting

A letter of acceptance/rejection for the letting must now be sent to the client. In the case of an acceptance make sure that you state the charge for the letting and that you inform the client of the billing frequency, i.e. monthly/termly in advance for continuous lettings, due course for occasional lettings. (**See Appendix 1 for table of charges**).

In the case of a rejection a letter should be sent to the group giving the reasons. The group may appeal to Governors.

It must be remembered that the minimum payment to a Site Manager for an evening letting is 2 hours and that for lettings in excess of 2 hours, he is also allowed 15 minutes before and after the letting.

Attach a copy of the *Guidelines & Conditions* to the acceptance letter and send it off to the client. Make sure you keep the application form safe.

5. Notifying the Site Manager

It is essential that the Site Manager is informed of the time and date of the letting so he can make the necessary arrangements for opening up etc. (Give him a copy of the acceptance letter).

6. Invoicing the Client

After the letting, match up the Site Manager's time sheet against the letting application form. Check that the times the Site Manager has booked down correspond to the times that the client has asked for. If there is any discrepancy then the charge for the letting will have to be reviewed. Work out the amount payable by the client and raise an invoice.

7. Governors Meetings

The costs of all existing Governors meetings are covered in the schools historical budget.

St. Paschal Baylon Catholic Primary School
 Application to use School Premises/Recreational Facilities

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Organisation..... | | | |
| Nature of Event or Activity..... | | | |
| Name & Address of Applicant..... | | | |
| Telephone Number Home..... | | Telephone Number Business..... | |
| Applicants for the use of school premises should answer questions A only <div style="text-align: center;">A</div> Name of School/College | | Applicants for the use of recreational facilities should answer questions B only <div style="text-align: center;">B</div> Name of School/Youth Centre/Sports Hall/Playing Fields | |
| Accommodation Required: | | Accommodation Required: | |
| 1. Main Hall | Yes/No | 1. Type of pitch or course | |
| 2. Classroom | No One/Two | 2. Are changing facilities required | Yes/No |
| 3. Dining Hall | Yes/No | 3. Any other requirements: | |
| 5. Gymnasium | Yes/No | | |
| 6. Equipment Required | Yes/No | | |

| | | |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------|
| If YES, please give details: | 4. Equipment Required | Yes/No |
| | If YES, please give details: | |

Admission

1. Will members of the public be admitted, or will admission be limited to members of the organisation making this application?
.....
2. What charge, if any, will be made for admission?.....
3. How will the charge be made?.....
4. Please state the maximum number of persons expected to be in the accommodation at any one time.....

Details of Requirements

Dates required (the time of both commencement and conclusion of the event/activity should be indicated after each date).

| DATE | FROM/TO | DATE | FROM/TO | DATE | FROM/TO |
|------|---------|------|---------|------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

Charges

Charges are based on the current tariff and the school the right to increase or reduce the charge at its discretion, together with the appropriate rate of VAT, and will endeavour to give as much notice as possible.

Charges for the use of equipment will be levied at the discretion of the Headteacher.

Acceptance

I certify that the applicant understands that, if the use of this accommodation is granted, the letting is subject to the *Guidelines and Conditions* relating to the use of School Premises/Recreational Facilities, which are annexed to this form.

I undertake to be responsible for all payments due in connection with the letting and to ensure the observance of the *Guidelines and Conditions* referred to.

The applicant group agree to comply with the school's fire safety procedures and any other requirements notified to the user by the school in the interests of the safety and security of pupils and staff and all other persons using the school premises.

Signature of Applicant.....

Date.....

Guidelines and Conditions of use of School Premises and Facilities

School premises and all grounds, where suitable, are available to approved organisations at the discretion of the school. Premises and grounds can usually be made available when not being used by the school. School premises are normally under the control of the School Governors, to whom application of use should be addressed.

a. Applications

Applications, on the form supplied, should be sent to the Head teacher as far in advance of the proposed date of use as is possible so that consultations can take place with the Head teacher, Governors and Site Manager. The minimum notice necessary is 2 weeks, but longer notice affords a better chance that your application will be successful. Please answer all questions on the form, to avoid unnecessary further correspondence. Any additional information in support of your application should be attached to the form.

The school will accord priority to school approved youth organisations, and approved further education organisations, as far as is administratively possible.

b. Care of Property

Users are asked to take a genuine interest in the proper care of the facilities they use: groups catering for children and young people must ensure that adequate responsible leadership is provided.

The school appreciate that even under good leadership, occasional accidents may occur but it is essential that any damage should be reported immediately to the Site Manager on duty. A note to the Headteacher would be an appreciated courtesy. In their own interest, users should draw the attention of the Site Manager to any damage they may find before their own meeting starts.

The following specific conditions should also be observed:

- (i) any footwear which might cause damage to flooring shall not be worn within the school buildings;
- (ii) rooms or other premises shall be left clean and free from litter;
- (iii) smoking is not allowed;
- (iv) no room, premises or facilities other than those specified in the official approval of letting shall be entered or used;

(v) the premises shall be completely vacated by the time stated in the official approval of letting. (Failure to do so will result in additional charges being levied).

c. Equipment

School equipment, particularly gymnastic and projectors, is not available to hirers of the premises unless requested in the application and specified in the confirmation of letting. A small charge will be made for use of equipment and this will be included in the confirmation of letting.

d. Cancellations

- (i) Applicants cancelling their booking with less than 3 days notice may be required to pay all costs/expenses incurred in granting the letting.
- (ii) The Head teacher will have the authority to cancel the letting at short notice if circumstances make the use undesirable.

e. Liability (Please Read Carefully)

Lettings (whether involving the use of a building or grounds) are approved upon conditions that the organisation making the application accept full responsibility for accidents arising from this use and that the organisation shall indemnify the School/Local Authority against all claims in respect of injury to persons or damage to property arising from the letting, except in so far as they shall be attributable to the act, default or negligence of the School/Local Authority or its employees, servants or agents.

f. Confirmation

When official confirmation of this application for letting is received the applicant is asked to contact the Head teacher or Principal at the school and make detailed arrangements.

Table of Charges 2010-11

| Details | Vat Rate | 2012/13 Per Hour | Proposed 2013/14 | Annual Percentage Increase on Charge |
|-----------------------------|----------|---------------------|---------------------|-----------------------------------------------|
| | | £ p | £ p | % |
| Lettings - School premises* | | | | |
| Monday - Friday | | | | 3 |

NB - Hirers of rooms in the Local Authority's establishments must be covered by Public Liability Insurance

VAT Classifications - (S) Standard Rate (17.5%)
 (E) Exempt
 (O) Outside the Scope
 (N) Zero Rated

Charges - £50 per evening
 £250 per week

Please note that any increase to families must be discussed with members of the Governing Body.