

# **BOW COMMUNITY PRIMARY SCHOOL**

## **LETTINGS POLICY STATEMENT**

### **Adoption**

The school governors at their meeting on **15<sup>th</sup> October 2008** adopted the lettings policy and the 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) that school premises are a valuable community resource;
- (iii) that 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 is 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 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 when required. This does not preclude the headteacher from referring sensitive applications to the full governing body at her discretion.

### **Conditions of Hire**

The governors have adopted the standard Devon County Council conditions 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.

#### **Variations**

No member of staff is allowed to vary the terms and conditions on which the school premises are hired to either individuals or organisations. No member of staff, apart from the Headteacher, may deviate from the governors' published charging policy. In cases where deviation has occurred, the Governing Body must be notified.

#### **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 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 one ( 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 cost for cleaning, caretaking or other expenses.

## **Cancellations**

Governors will seek to recover any cost incurred by the school which is unavoidable and results 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 30 days 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. In all cases where credit is extended, an official County Council invoice will be issued. The governors have chosen to delegate the approval of credit facilities to the headteacher who is to maintain a list for the guidance of administrative staff.

## **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 governors will review the policy annually and the scale of hire charges for the forthcoming year will also be reviewed and updated.

# Bow Community Primary School

## Application for Hire of School Premises

Appendix 2

### Details of Hirer

Name of Organisation or Hirer.....

Name of Responsible Officer.....

Address of Hirer.....

.....

.....Postcode.....

Position in Organisation.....

Contact Phone Number(s).....

I wish to hire the premises as detailed in the attached quotation.

I have received a copy of the conditions of hire and I agree to abide by them.

I agree to pay all charges which may be due within 30 days of being invoiced.

I acknowledge that my attention has been drawn to the advisability of having suitable insurance cover.

I can confirm that all adults who will come into contact with children in the course of this hire have been appropriately vetted as to their suitability to work with children.

I can confirm that, in the event of any allegation in connection with child protection issues being made against any adult associated with the hiring organisation, the hiring organisation will ensure that, pending the determination of the allegation, that adult will not be permitted to enter the school premises.

I can confirm that the use of the premises will not include the playing of pre-recorded music: **YES/NO (please circle as appropriate).**

**NB:** If you have circled NO, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre-recorded music before this letting can be approved.

Signature of Hirer.....Date: .....

Letting agreed on behalf of the Governors by:

Name:..... Designation..... Date.....

Office Use:	Quotation Ref:
Total Charge:	Caretaker advised:
Receipt No.	Payment Date:

**Appendix 3**

**SCALE OF CHARGES**

<b>Cleaner</b>	<b>£10 per hour</b>
<b>Caretaker open/close</b>	<b>£10 per session</b>
<b>Classroom</b>	<b>£10 per hour</b>
<b>Subsequent rooms</b>	<b>£5 per hour</b>
<b>Staff room</b>	<b>£10 per hour</b>
<b>Hall</b>	<b>£15 per hour</b>
<b>Hall/long term hire</b>	<b>£7.50 per hour</b>
<b>Kitchen</b>	<b>Variable depending on requirements</b>
<b>Hardcourt /playground /changing rooms</b>	<b>£8 per hour or £6 without changing rooms</b>
<b>Field / changing rooms</b>	<b>£8 per hour or £6 without changing rooms</b>
<b>ICT suite</b>	<b>£15 per hour</b>
<b>Swimming pool and changing rooms</b>	<b>£15 per hour</b>

---

**Discounts**

Term bookings to be given at 25% discount.

Combination bookings will be eligible for a discount at the discretion of the Headteacher

**BOOKING FORM /QUOTATION**

School..... Dfes No.....

Address.....

Telephone No..... Fax No.....

Invoice Address.....

Dates(s) required.....Time of Hire

From..... To.....

---

**FACILITIES REQUIRED**

Room/Area/Grounds

.....  
.....  
.....

---

**HIRE CHARGE** £.....