

LETTINGS POLICY

1. Introduction

The Governing Body regards the school buildings and grounds (which are owned by Durham County Council) as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

2. Definition of a letting

A letting may be defined as:

“Any use of the school buildings and grounds by parties other than the school and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’”).

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school’s delegated budget:

- Governing body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents’ meetings

3. Inappropriate events for lettings

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the schools facilities:

- Commercial activities with little potential to generate income or support for the school
- Events selling alcohol
- Activities promoting gambling

4. Charges

The Governing Body is responsible for setting charges for the letting of the school premises.

The scale of charges will be reviewed in the Autumn term ready for implementation on the 1st April each year.

For the purpose of charging, the head teacher and School Business Manager are empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The minimum hire period will be one hour. The school reserves 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.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use

5. Letting times, available facilities and equipment

The following times, facilities and equipment available are agreed as follows:

The school field – available during daylight hours, times to be agreed with hirer as per lettings application.

Other parts of the building may be available for hire following consideration of times and appropriateness by the head teacher or School Business Manager.

6. Conduct of users

This is set out in the Terms and Conditions for use of school grounds/building.

7. Security

The Head Teacher or School Business Manager has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

8. Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings in accordance with the Governing Body's policy. Where appropriate, the Head Teacher

may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Head Teacher or School Business Manager has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Chair of the Governors.

An annual report on lettings will be made to The Governing Body and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused.

9. Considering applications for lettings

Organisations seeking to hire the school premises should approach the Head Teacher or School Business Manager. Details of charges and conditions of use should be given or referred to.

An Initial Request Form, a copy of which is attached to this policy, should be completed at this stage. A record of all enquiries should be kept on file. The Head Teacher or School Business Manager will decide on the application with consideration to:

- The priorities for lettings agreed by Governors and set out in the school's lettings policy
- The availability of the facilities and staff
- The schools equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

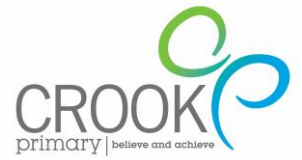
10. Issuing a Lettings Contract

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract.

The Lettings Contract should then be signed and returned to the school together with documents identified in the school's lettings policy. The school shall be in receipt of this documentation before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. An official receipt will be issued for all payments received. All lettings fees received will be paid into the school fund account to ensure that receipts are monitored effectively and then paid into the correct cost centre of the school budget by the School Business Manager. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

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The Headteacher on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.