Lettings Policy

Reviewed: **January 2025**
Review period: **2 yearly**
Review date: **January 2027**

Portesbery School
A happy school where every one matters

Lettings Policy

AIMS

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body has drawn up the following policy.

POLICY STATEMENT

1. The needs of the school, that is of the Head Teacher, staff and pupils shall be given priority.

2. The Governing Body has the right to refuse any request for hiring.

3. All lettings administration must comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual.

4. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service).

LETTINGS POLICY

1. Hirers must apply on an 'application to use school premises' form ED110 and must sign to confirm that they have read and agreed the terms and conditions.

2. A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.

3. A non-refundable deposit may be requested for lettings.

4. Payment for all lettings shall be made in accordance with the schedule and terms and conditions on Form FIN566. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.

5. Standard rate V.A.T. may be payable. See Section M of the Finance Manual for details.

6. All non-Education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover.

7. Charges for lettings will be reviewed annually in September. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.

8. Surrey County Council operates a No Smoking policy on all its premises.

9. The school should undertake a risk assessment for each let.

10. All hirers of school facilities should have their own complaints procedure should anyone attending their activity/club have an issue they want to follow through formally.

CHARGING

The Governors formally adopt the general rules, regulations and guidelines set out in the– Finance Manual, Section M – Community Use of Schools.

The School Business Manager is authorised to let the grounds/ premises provided the Use of Premises – Lettings and Schedule of Charges (Annexe G) are the minimum charge that schools would be expected to make. However the intention must be to maximise income from this valuable source of revenue and with this in mind the Governors would expect most lettings to comply with the following :-

A) Commercial Lettings (to firms, businesses, companies etc) where the prime use is geared to profits: SCC Schedule of Charges plus a minimum of 10%.
B) Commercial Lettings (as above) for other uses (e.g. training): SCC schedule of Charges plus a minimum of 10%.
C) Charitable and other Non-profit making organisations: SCC Schedule of Charges plus 0%.
D) Organisations affiliated/registered with Surrey Youth & Adult Education Service (SYAES): rates set out in SCC Schedule of Charges which include a 'profit' element. E) Other Education users: SCC Schedule of Charges plus 10%.
F) School, Governor and PTA meetings and events: Free as legitimate charge to school's delegated budget.

Should extenuating circumstances (e.g. goodwill in the local community) warrant the consideration of lower rates specific approval shall be at the discretion of the Head Teacher.