



# Lettings Policy

Phoenix Community Primary School

Author: Susan Burberry (Finance Officer)

Ratified by the Governing Body: October 2016

Due for Review: October 2017

## Philosophy

The Governing Body has decided that provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the school

## Implementation

Bookings are made through the headteacher or the finance officer of the school, as authorised by the Governing Body, and confirmed in writing.

- School and PTA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Head teacher/Governors and reviewed annually
  - Hire of the hall and immediate outside area @ £15.00 per hour
  - Registered charities and community groups are given a 20% discount
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

## Roles and Responsibilities

The school authorised representative is responsible for the construction and regular update of the lettings diary.

The PTA and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises.

Opening and closing the school is undertaken by the caretaker or by prior agreement with an authorised member of the staff

Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used

When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with

Post-letting checks are made by the caretaker and reported to the school authorised representative

The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

## Monitoring & Evaluation

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.