



The Three Rivers Federation

Owner	Resources
Approver	
File Reference	

DOCUMENT TITLE: **Lettings Policy Statement - Appendix 1 for each school(charges lettings) and shared Appendix 2 (terms and conditions and booking form)**

Version	Summary of change	Reviewer	Date	Approver	Date
(date)		(governor)	(date)	(which committee)	(date)
July 2020	Update to be Covid compliant and transfer to Federation Policy	L Hockin	08.07.20	Resources	

Three Rivers Federation

LETTINGS POLICY STATEMENT

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) are a valuable community resource;
- (iii) 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 are 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) community users;
- (iii) commercial and private users.

Applications for Community Status

The Governing Body have delegated their power to determine community status to the Headteacher and Administrators who will exercise discretion on their behalf and determine applications. The Headteacher and Administrators will arrange for a list of approved organisations to be maintained. This does not preclude the Headteacher and Administrators from referring sensitive applications to the full governing body at their discretion.

Definitions of user groups

Statutory Users. The most common purpose will be for the holding of elections. Where it is established by statute that school premises may be used, then other priorities must stand aside.

Community Users include the school's own activities e.g. school meetings, curriculum related activities and school fund raising activities. This use also includes community activities such as community education, non-profit making sports courses for school-age children and other non-profit making local groups which the Governors consider fall into this category.

Commercial/Private Users relate to users who do not fall into the categories of statutory or community use.

Conditions of Hire

The Governors have adopted the standard Devon County Council terms of hire. These terms form Appendix 2 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 following persons: The Headteacher and Administrators.

Variations

No member of staff is allowed to vary the terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the Governors' published charging policy, with the exception that the Headteacher and Administrators may use their discretion provided it is reported to the Governors.

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 lettings or 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 community users will hire the premises at a concessionary rate; *{ it is permissible to charge community users at less than cost provided that the subsidy is generated from other lettings at cost plus income }*
- (iii) that commercial/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 and Administrators are 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 and form part of the school's charging and remissions policy. The scale of charges forms Appendix 1 to this policy and the Charging and Remissions Policy.

Discounts (for community and continuous use)

These form part of the scale of charges (Appendix 1) and are the only permitted variations to the standard charges, subject in exceptional circumstances to the discretion of the Headteacher and Administrators.

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 are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 1.

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. 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 credit to bona fide local organisations and individuals where they are satisfied that these are credit worthy. In all the 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 will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Governors have chosen to delegate the approval of credit facilities to the Headteacher and Administrators who are to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

Security

The Governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegate power to the Headteacher and Administrators to insist upon caretaking presence where in their view the nature of the hiring may leave the school vulnerable to theft or damage.

Review of Policy

The Governors will review the policy each year in the month of February and the scale of hire charges for the forthcoming year will also be reviewed and updated.