



# Pebblebed Heath Federation



## Lettings Policy

### 1. Policy Objectives

The governors adopt and endorse the County Council's Lettings Policy and recognise the principles therein, namely:

- (a) that school premises represent a significant capital investment and should be fully utilised;
- (b) that school premises are a valuable community resource;
- (c) that educational usage of education premises constitutes a natural priority;
- (d) that a profit margin would be welcome when derived from private or commercial usage but that is not the objective when facilitating educational activity by designated users.

### 2. Priority Usage

The governors have adopted the following priority usage:

- (i) statutory; e.g. elections
- (ii) designated; e.g. education
- (iii) private; e.g. 'keep fit'

The governors have applied in each case the definitions identified in the Devon County Council's document BR 11 – *The Letting of Educational Premises and Grounds*.

### 3. Applications for Designated Status

The Governing Body has delegated its power to determine designated status to the Executive Headteacher who will exercise discretion on its behalf and determine applications. The outcome of such decisions shall be a matter of report to the Governing Body each term. The Executive Headteacher will arrange for a list of approved organisations to be maintained. This does not preclude the Executive Headteacher from referring sensitive applications to the full Governing Body at his discretion.

### 4. Conditions of Hire

The governors have adopted the standard Devon County Council conditions of hire.

### 5. Administration of Lettings

#### 5.1 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 Executive Headteacher.

#### 5.2 Variations

No member of staff is allowed to vary the terms and conditions under which the school premises are hired to either individuals or organisations nor to deviate from the governors' published charging policy.

#### 5.3 Lettings Documentation

All formal hire of the school premises, including those for which no charge is made, shall be properly documented. All hirers must complete a lettings hire agreement and should receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

#### **5.4 Safeguarding**

The governors seek to ensure the suitability of adults working with children on the school's premises at any time, in line with the school's *Child Protection Policy*. Hirers intending to work with children or vulnerable adults must demonstrate that they have suitable Safeguarding arrangements in place before their booking is accepted.

#### **5.5 Scale of Charges**

Given the limited communal facilities at the Woodbury Salterton CE Primary School, the governors have followed the following principles:

- the school is only hired to non-commercial users furthering the school's aims (eg PTA, governors) or local interest groups who use the playground for parking for which there is a charge to cover the cost of the caretaker unlocking and locking the school grounds. The charge for the caretaker to lock and unlock the playground for parking is £14.91 (including VAT) per hour during the week and £20 (including VAT) per hour at the weekend. There is a minimum charge of 1 hour for each use of this service.

If the school was approached by another group of users for which a charge was deemed appropriate, the Executive Headteacher would discuss the basis of charging with the Resources Committee based on the purpose for which a letting is arranged.

#### **5.6 Discounts**

There are no applicable discounts.

#### **5.7 Value Added Tax**

The governors are constrained by law to apply value added tax to all transactions where this is appropriate.

#### **5.8 Minimum Charges and Deposits**

There is no minimum hire period.

The governors reserve the right to require a refundable 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 additional expense being incurred for cleaning, caretaking or other such costs.

#### **5.9 Cancellations**

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 (wherever possible supported by a guarantee card) or cash are both acceptable. In all cases where cash or cheque are paid over then an official receipt must be issued.

#### **5.10 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.

#### **5.11 Extension of Credit**

The governors will allow, where appropriate, the extension of 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. 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

Executive Headteacher who will 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.

### 5.12 Security

The governors will not normally insist upon continuous caretaking presence. However, they reserve the right and have delegated power to the Executive Headteacher to insist on caretaking presence where, in his/her view, the nature of the hiring may leave the school vulnerable to theft or damage. A charge will be made for this time at a rate of £15.20 per hour (including VAT) during the week and £22.81 per hour (including VAT) at the weekend.

### 6. Review of Policy

The governors will review the policy each year in the Autumn Term, and the scale of charges for the forthcoming year will also be reviewed and updated.

## APPENDIX 1

Lettings Rates for hire of the School Hall – to be vacated by 10pm at the latest

	Mon – Fri End of school day – 10 pm	Weekends Subject to caretaker being available
Statutory Users	at cost	at cost
Designated users <ul style="list-style-type: none"> <li>• PTFA</li> <li>• Community Use</li> </ul>	at cost	at cost
Private Users 1 Non-profit making e.g. parties, jumble sales, charities	£15 for the first hour + £5 per hour thereafter	£20 for the first hour + £10
Private Users 2 Profit making e.g. evening classes (not LEA), play - schemes	£20 for the first hours and then £10 per hour thereafter	£20 per hour or part thereof
Private Users 3 Profit making commercial e.g sales	POA	POA

Price includes locking & unlocking only – security presence or cleaning prices on application.