



OXHEY WOOD PRIMARY SCHOOL

LETTINGS POLICY

INTRODUCTION

The Governing Body regards the school buildings and grounds 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, and any lettings of the premises to outside organisations will be considered with this in mind. Lettings will only be sanctioned where it is clear that the security of the school and its contents will not be compromised.

The school's budget will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

The LA has to make provision for certain community uses and can require governors to make premises available.

DEFINITION OF A LETTING

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group, or a commercial organisation." A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, School Association activities, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, falls within the corporate life of the school and are not charged.

CHARGES

The Headteacher is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following: cost of services, cost of staffing (additional security or caretaking) - including "on-costs"; cost of administration; cost of "wear and tear"; cost of use of school equipment (if applicable); profit element (if appropriate).

Cleaning is not included in letting charges, as all those hiring an area of the school must leave it as they found it. Should this not be the case, a charge for additional cleaning will be made.

All lettings charges will be reviewed annually and hirers given one month written notice of changes.

MANAGEMENT AND ADMINISTRATION OF LETTINGS

The Headteacher is responsible for the management of lettings, in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process. For casual lettings, a deposit will be required, in addition to the letting charge.

If the Headteacher has any concern about whether a particular request for a letting is appropriate, or the request is for a regular letting, they will consult with the Chair of the Premises Committee, who is empowered to determine all lettings issues on behalf of the Governing Body. (All decisions should be submitted to the committee for ratification).



All lettings are subject to the standard conditions as laid out in the Hertfordshire County Council Terms and Conditions booklet, which must be supplied to all new hirers.

All lettings must be supervised by an approved key holder. At the discretion of the Headteacher, long-term lettings can be allowed to be self-supervised providing the hirer supplies appropriate references and contact details have been strictly verified. However, should the hirer need to call out a key holder for assistance, a charge will be made for the key holder's time, which will not be less than one hour.

Only the halls, dining hall and conference room may normally be let. For health and safety reasons, the kitchen cannot normally be let for catering purposes. Should a hirer wish to use the kitchen as part of a letting, the permission on the kitchen supervisor must be obtained first.

All hirers must have public liability and accidental damage insurance. This must be charged for by the school unless written proof is supplied to the school that alternative arrangements are in place. They must also be familiar with fire evacuation procedures and ensure that relevant emergency exit doors are unlocked.

THE ADMINISTRATIVE PROCESS

Organisations seeking to hire the school premises should approach the Headteacher (or other designated member of staff), who will identify their requirements and clarify the facilities to be made available, the letting rate and the availability of a key holder to supervise the let.

A written request should then be made at this stage. This request must be confirmed in writing and a copy of the terms and conditions supplied. The school has the right to refuse all letting requests and terminate all regular lettings at any time. A letting should not take place until a signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting. The school will seek 10% deposit for casual lettings, which is not refundable in the event of a cancellation.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. The purpose of this is to avoid any risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure. (Note: HCC proforma T35 should be used as it combines an agreement with T&C statement.)

SCALE OF CHARGES (Applicable Spring 15)

The charges include an element for insurance cover, but not for cleaning. A 5% reduction will be made where the hirer has organised alternative insurance cover. However, the insurance documents must be shown before the letting takes place.

Lettings Rates Guidance: Community Lettings

Hall / Dining Hall -- £25 per hour

Conference Room / Classroom -- £15 per hour

Attended Lettings supplement £13 per hour

Lettings: Energy Supplement Oct-May £10 per hour

Lettings Rates Guidance: Non-Community Use

Normally at 50% premium.

The School Business manager is delegated the discretion to negotiate rates with the aim of maximising income.