



# Lettings Policy

Non Statutory

OWNER :	S Morgan
GOVERNOR'S COMMITTEE:	Finance
DATE OF LAST REVIEW:	November 2015
NEXT REVIEW DATE:	September 2018

## **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, the Governing Body have drawn up the following policy.

## **Policy Statement**

1. The needs of the school, (that is of the Headteacher, staff and pupils), shall be given priority.
2. The Governing Body has the right to refuse any request for hiring.
3. All lettings administration complies with Section M (Community Use of Schools) of the Surrey County Council Finance Manual.

## **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 refundable damages deposit will be requested for commercial 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 VAT may be payable (as per Section M of the Finance Manual).
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 public liability insurance.
7. Charges for lettings will be reviewed annually, in September, prior to the new academic year. 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, including grounds.

**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).**

## **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 annually produced County Council Schedule of Charges (Appendix A) are used as a minimum. 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 50%.
- B. Commercial Lettings (as above) for other uses, (e.g. training): SCC Schedule of Charges plus a minimum of 50%.
- C. Charitable and other Non Profit making organisations: SCC Schedule of Charges plus 10%.
- D. Organisations affiliated/registered with Surrey Youth & Adult Education Services (SYAES): rates set out in SCC Schedule of Charges which include a 'profit' element.
- E. Other Education users, and Community users: SCC Schedule of Charges plus 25%.
- F. School, Governor, Parents' Association (FOF) meetings and events: Free as legitimate charge to school's delegated budget.
- G. School staff (for private hire): SCC Schedule of Charges plus any additional cost to the school re unlocking/locking the premises.

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 Headteacher.

**APPENDIX A**

**Schedule of Charges: 2015/2016 Academic Year**

Schools need to, as a minimum, protect their delegated budget. We need to recharge tangible costs (utilities, cleaning, sundries, direct maintenance etc., and something for admin costs) in return for letting accommodation. Running costs, and therefore the schedule of charges, are reviewed annually to take into account variances in costs.

Furzeffield Primary School can hire accommodation at hourly rates.

**Guideline charges:**

**1. Use of a room**

Local Authority standard charge	£5.65 per hour	
PLUS staff charge (unlocking/locking) including on costs		Dependant on staff: £13 > £25
PLUS a minimum % (as per policy – Charging section)		

**2. Use of hall or gymnasium**

Local Authority standard charge	£11.85 per hour	
PLUS staff charge (unlocking/locking) including on costs		Dependant on staff: £13 > £25
PLUS a minimum % (as per policy – Charging section)		

**3. Use of playground or playing field**

Local Authority standard charge	£3.60	
Changing room / WCs	£14.40	
PLUS staff charge (unlocking/locking) including on costs		Dependant on staff: £13 > £25
PLUS a minimum % (as per policy – Charging section)		

**4. Elections (relevant to Children’s Centre)**

- a. Candidates public meetings                      £3.10 per hour (deemed to cover cost of heating, lighting, etc.)
- b. Polling    £52.00 per day

PLUS caretaker charge equal to his cost after 6pm (including on costs) or in early morning if not normally required under his contract.

**5. Extended Use of Schools**

- Service charge for 7 hours per day 39 weeks per annum for childcare run by school or a charity is £4120 p.a.
- Service charge for 7 hours per day 39 weeks per annum for childcare run for profit or commercially is £6180 p.a.
- Service charge for 3 hours per day 39 weeks per annum for care clubs run by school or a charity is £2060 p.a.
- Service charge for 3 hours per day 39 weeks per annum for care clubs run for profit or commercially is £2575 p.a.

**Application for a Lease or Licence**

- (A) Must be approved by Estates Planning and Management.
- (B) This may include an additional charge for utilities.