

Carlton Central Infant & Nursery School Lettings Policy

Introduction

Lettings arrangements relate to the use of the school premises, accommodation and facilities outside of the normal school day. The Governing Body accepts responsibility for the letting of the school premises, for lettings arrangements and for setting lettings charges. The day-to-day responsibility for this is delegated to designated school staff (Headteacher, School Office Manager and the Site Manager).

Definitions

- a. 'School premises' include the site, the playing fields, hall and community room and all buildings on them.
- b. 'School buildings' mean any building, or parts of any building, forming a part of the school premises
- c. 'Other buildings' mean any building, or parts of any building, forming a part of the school premises required only:-
 - i. as the Site Manager's dwelling;
 - ii. for use in connection with playing fields;
 - iii. for medical inspections and treatment by the LA;
 - iv. for use in providing meals or refreshments for pupils attending the school.
- d. 'Appointed person' means an individual appointed by the Governing Body to be responsible for the lettings arrangements for a specified date and would usually be the Site Manager.

The Provisions for Lettings Arrangements

Governors recognise that the LA may direct them to provide accommodation on the school premises, or any part of them, on any weekday for any educational purpose or youth activity for which the LA wishes to make provision. Such direction is limited to not more than three days in any week and may apply only when the accommodation needed is not being used for the purpose of the school.

Subject to any such directions by the LA and the statutory requirements of any Act of Parliament, the Governors will control the occupation and use of the premises at all times.

The Governors will accept responsibility for any expenditure incurred by them in respect of the use of the schools premises out of school hours, such as the cost of heating and lighting. The grading of the salary paid to the Site Manager includes an element to cover the cost of a number of school-based lettings e.g. parents' evenings/workshops, school functions and PFA activities. Other activities, such as lettings to outside organisations, will attract payments to the appointed person at a specified rate for these extra duties.

All income received in respect of the letting or hiring of the school buildings, playing fields, hall and community room and other buildings will be paid into the school's budget.

Use of School Premises

General

- a. No lettings fees will be charged for use of the premises for school activities and all costs associated with them will be met from within the school budget.
- b. Governors define school activities as those which relate to statutory educational provision within the school and other school originated activities such as staff meetings, fund raising events, Governors' meetings, parents' meetings and pupil meetings.

Free and Subsidised Lettings

- a. All school lettings will be self-financing as the school cannot subsidise non-school activities out of its Budget Share.
- b. Governors recognise that they are permitted to cross-subsidise lettings for community and voluntary use with income from other lettings and will ensure there is not net cost to the School Budget Share.

Use of the School Premises by the LA

- a. Governors will seek to recover the cost of any expenditure incurred specifically as a result of the premises being used by the LA outside school session times.
- b. Governors anticipate that any use of the premises by the LA within school session times will not result in any additional expenditure.
- c. Governors reserve the right to charge an appropriate portion of any letting fee due as a result of an activity taking place partly within school session times and partly outside school session times.
- d. No charges will be made for any letting before 6.00pm.

Use for an Election and other Public Purpose

- a. A candidate in a parliamentary election may use a suitable room in the school at reasonable times outside those used for educational purposes for holding public meetings. The candidate will be charged only for any expenses incurred and any damage done.
- b. For the purposes of taking a poll at an election, a returning officer may use a room in the school and will be charged only for any expenses incurred and any damage done.

Conditions of Hire

- a. Governors will consider bookings subject to:-
 - the premises not being required for school purposes;
 - the premises not being required for election purposes;
 - the purposes of hiring the premises is agreed by the Headteacher and Governors as not being contrary to the ethos of the school;
 - the availability of school staff to open and secure the premises;
 - the Headteacher and Governors accepting that the likely degree of wear and tear on the premises, including the playing field is acceptable.
- b. The hirer must ensure that the activities are conducted under appropriate adult supervision as to cause no inconvenience to neighbours of the school. Any proposed letting which it is felt might cause disturbance to local residents will be refused.

- c. It is the responsibility of the event/activity organisers to appoint responsible persons to maintain order throughout the letting.
- d. The hirer shall meet the cost of making good all damage caused to the premises or other property and shall indemnify the Governors and the LA from and against all costs, charges, claims and demands for injury, loss or damage to persons or property. Hirers are advised to take out insurance cover for the period of the letting.
- e. The hirers must not remove or stand on school furniture and equipment or remove other fixtures and fittings. Specialist advice must be obtained from the school before attempting to move equipment such as pianos.
- f. The hirers shall complete Form CC.110 to apply for the hiring of the premises and they shall receive a copy of the form together with its conditions of hiring.
- g. The Governors require that at least 10 days notice must be given by any potential hirer of the premises.
- h. Notices may not be displayed on school premises without the prior approval of the Headteacher.
- i. The Governors and the LA do not accept any liability in respect of parked vehicles at the school site, which are in any way connected to the letting.
- j. It is the responsibility of the hirer to obtain and pay for any necessary licences required in connection with the letting.
- k. Governors shall require that all electrical equipment being used in any part of the premises be connected to the mains electrical supply via an adaptor fitted with a residual current device. The unit must be tested in accordance with the manufacturers instructions, before the mains supply is switched on.
- l. No special preparation may be applied to floors; footwear likely to cause damage to floors is not permitted.
- m. Governors reserve the right to cancel lettings of the school fields in adverse ground conditions to prevent damage.
- n. Governors assign priority to the use of the school outside normal school hours as follows:-
 - school specific purposes;
 - other lettings;
 - meetings convened by the LA providing reasonable notice has been given.
- o. The Headteacher or School Business Manager must be given 24 hours notice of the cancellation of a letting. In default of this, the letting fee will still be charged to the hirer.
- p. The hirer may not sublet the letting.
- q. The normal finishing time of a letting is 10pm. Should the hirer anticipate that the end time will be later, special application for an extension must be made to the Governors at the time of booking. Governors reserve the right not to accept a booking which terminates after 10pm.
- r. The use of school catering facilities should be negotiated through the school. The school will make a charge of £15 to cover additional cleansing and sanitising costs of food preparation and serving areas. This charge will apply to all third party use of the kitchen and serving areas.
The schools catering service may be prepared to provide a catering service for hirers of the facilities in the school. For details of the services available and their costs, separate applications should be made to the Catering Manager of the school.

Lettings Administration

- a. Governors will undertake to comply with LA Financial Regulations and ensure that:-

- no letting is subsidised from the School Budget Share;
 - favourable terms are only offered to groups for use of the premises providing additional lettings income is generated from other groups.
- b. All payments to the Site Manager will be made through the payroll system.
 - c. Income from lettings will be recorded as income in the school budget.
 - d. Lettings charges are decided by the F&G&P Committee of the Governing Body, reviewed annually and will form an Appendix to this policy. The scale of charges will be made available, on request, to any person interested in the hiring of the premises. A copy of this policy document will be made available to all persons requesting the scale of hire charges.
 - e. Governors may require payment in advance for the hiring of the premises. Additional charges may be made for preparation time in advance of the letting and for any clear up time after the letting.
 - f. V.A.T. will be applied to charges as appropriate with current Custom and Excise Regulations.

Policy & Charging Review

Governors will review this policy annually towards the end of each financial year and will set the scale of charges to be used from the following September.

Appendix 1

	Basic Charge Mon – Fri 8.30am – 5.00pm	Basic Charge per hour Mon – Fri 6.00pm – 10.00pm	Basic Charge Mon – Fri 6.00pm- 10.00pm	Supplement for 4 hour use on Saturday`	Supplement for 4 hour use on Sunday
School Hall	£15.00	£25.00	£100.00	£20.00	£25.00
Dinning Hall	£15.00	£20.00	£80.00	£15.00	£15.00
Family Learning Room	£15.00	£25.00	£100.00	£20.00	£25.00