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**Name of policy: Lettings Policy**

**REVISION HISTORY**

	Date
APPROVED BY COMMITTEE	10/03/2015
RATIFIED BY GOVERNING BODY	
NEXT REVIEW	

Head Teacher \_\_\_\_\_ Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

## **Introduction**

A letting is where the school allows a third party to use / hire its premises or grounds for a particular purpose. Any after school activity run by the school itself does not constitute a letting.

Under Section 48 of the School Standards and Framework Act, the use of community schools' premises outside of school hours is under the control of the governing body – subject to any directions issued by the LEA. Governing Bodies, therefore, have the authority to let the school premises and set their own charges for doing so. Any profit arising from letting the premises accrues to the school's delegated budget. In setting the charging policy for lettings, the school is permitted to cross-subsidise lettings for community and voluntary use with income from other lettings – provided there is no net cost to the delegated budget

## **Policy of Church Hill Primary School**

- Depending on the purpose of the intended use, to allow third parties to use the schools premises and / or grounds
- To adhere to the advice and guidance from the Local Authority with regard to the administration of lettings
- To establish a scale of charges for the use of each facility so that all direct and indirect costs associated with the let are recovered
- To review the scale of charges annually
- At the discretion of the governors, reduce charges if the purpose of the let is believed to be of a community or voluntary nature
- To require all charges to be paid in advance of the letting
- To require all third parties using the schools facilities to abide by our Terms & Conditions of Hire
- To review our Terms & Conditions of Hire Annually
- In the event of the third party not having their own Public Liability Insurance – to arrange this on their behalf via the schools own insurance provider and to charge any additional costs of this cover to the hirer
- In the Headteacher's discretion to levy a damage deposit of £100, to be refunded to the hirer after the let, less any deductions for breakages, additional cleaning etc.
- To prohibit smoking and the sale of alcohol on all lettings
- To have robust lettings procedures in place in order that
  - dialogue between the hirer and the school is fully documented, facilitating a formal contract with the third party in order to safeguard the position of the school
  - there is adequate separation of duties over the collection, recording and banking of all income from lettings
  - allows a full audit trail linking each letting to its receipt on the Budget Share Account.

## **Organisation of Responsibility**

## Governing Body

- Setting and reviewing the lettings policy
- Setting and reviewing the scale of charges
- Establishment & review of the terms and conditions of hire
- Approve the write off of any bad debts arising through non-payment of lettings
- Mediate in disputes.

## Headteacher

- Authorising any overtime by the Premises Manager worked in relation to lettings
- Approving applications for use of premises
- Authorising cheques to refund damage deposits.

## Admin Officer/Secretary

- Send out Application Form, Scale of Charges, and Terms and Conditions of Hire to prospective hirers
- Receive completed Application Forms for hirer of premises and pass to Headteacher for approval
- Check that the Hirer has adequate Public Liability Insurance
- Record provisional and confirmed bookings in a Lettings Diary
- Arrange public liability insurance on behalf of the hirer via the school's own insurance provider and include any additional fee/cost on invoice to hirer
- Bank all damage deposits and issue receipts to hirers
- Prepare cheques to refund damage deposits
- Prepare and send invoice to Hirer and pursue payment in full in advance of the let
- Record damage deposits, invoice payments and insurance payments on Computerised Accounting Package
- Bank all lettings payments promptly
- Maintain accounting records to identify lettings income and all related expenditure.

## Premises Manager

- Allow hirer access to premises (pending confirmation of payment notified by school office)
- Ensure hirer vacates premises by agreed time
- After each let, check for and record any damage or mess
- Secure room / premises after let
- Keep a record of additional hours worked in connection with lettings
- Supervise / police the let to ensure the terms & conditions are adhered to.