



Bedwas Junior School Lettings Policy

Introduction

A letting is where the school allows a third party to use or 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 school's premises outside of school hours is under the control of the Governing Body - subject to any directions issued by the LA. 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.

Regulations and Requirements

Adhere with the advice and guidance from the Local Authority with regard to the administration of lettings;

Establish a scale of charges for the use of each facility so that all direct and indirect costs associated with the let are recovered ;

Review the scale of charges when appropriate;

At the discretion of the governors, reduce charges if the purpose of the let is believed to be of a community or voluntary nature;

Require all charges to be paid in advance of the letting;

Ensure that the third party has their own Public Liability Insurance;

Prohibit smoking and the sale of alcohol on all lettings;

Levy a damage deposit of £100, to be refunded to the hirer after the let, less any deductions for breakages, additional cleaning etc.;

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. This will be agreed following advice from the LA;
- 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 school budget.

Organisation of Responsibility

Governing Body

- Setting and reviewing the lettings policy;
- Setting and reviewing the scale of charges;
- Approve the write off any bad debts arising through non payment of lettings;
- Mediate in disputes.

The Governing Body will prioritise lettings in the following order:

1. For the benefit of users of the School;
2. Use for school functions, Parents/Teachers Associations or fund raising activities;
3. Local community voluntary organisations;
4. Other users approved by the Governing Body.

The Governing Body has the right to refuse any application where it feels the aims of the hirer are not consistent with any school policy.

The Governing Body has the right to refuse any application without explanation.

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.

School Clerk

- Notify LA when a third party initiates an interest in letting the premises;
- Liaise with LA in attending meeting between school and third party;
- Send invoice to hirer;
- Bank all damage deposits and issue receipts to hirers;
- Prepare cheques to refund damage deposits;
- Prepare invoice to Hirer and pursue payment in full in advance of the let;
- Bank all lettings payments promptly;
- Maintain accounting records to identify lettings income and all related expenditure.

Caretaker

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.

Policy Written by The Inclusion Team: January 2015

Date of Review: January 2018

Signed by Chair of
Governors _____

Nicholas Jones