



Emersons Green Primary School

### **Lettings Policy**

#### **Rationale**

School Premises can be a valuable community resource and their out of school use can help to develop greater links with the local people of Emersons Green and the surrounding area.

#### **Purpose**

- To explain to people the conditions for letting school buildings and resources out of school hours.
- To use the school's physical resources to the benefit of the school and its community whenever possible.
- To operate a scheme of lettings fees that avoid the necessity for a subsidy from the school's delegated budget.
- To use any profit to the benefit of the education provided for the pupils who attend the school

#### **Guidelines**

- ❑ One person from the group or organisation requesting the letting should have if possible a direct connection with the school. Exceptions to be agreed by the premises committee.
- ❑ Each application will be treated on an individual basis.
- ❑ The Governors have the right to refuse a letting to any person or organisation without giving a reason. The Headteacher will normally administer this on behalf of the Governors.
- ❑ Applications must be made in writing through the school to the Premises committee of the Governors, giving a minimum of 14 days notice, except under excepted circumstances.
- ❑ If a Governor on the Premises committee has a dual interest they will lose the right to vote on the decision.

- ❑ Before approval is given the availability of the key holders will be sought from the Headteacher.
- ❑ The hirer will be liable for any damage to property or equipment and should provide evidence of insurance liability.
- ❑ Any cleaning above that is reasonable to expect of the caretaker will be surcharged.
- ❑ The school will retain priority over all other events. Where possible the hirer will be given 4 weeks notice of cancellation.
- ❑ A letting form duplicate will be signed by both parties and will contain all the necessary information, to include date, times, fees, methods of payment and any special requirements.
- ❑ Payments for letting shall normally be made in advance to South Gloucestershire Council. Payment will be refundable in the event of a letting being cancelled more than 24 hours in advance.
- ❑ The caretaker will be paid time and a half for such out of hours duty. An hour each way will normally be allowed for travelling, unlocking, locking and arranging of seats etc if this is outside the normal working hours.

#### **Fee structure**

- ❑ There will be no charge for the PTFA
- ❑ £20 for the first hour or part thereof.
- ❑ £15 per hour for each subsequent hour or part thereof
- ❑ There will be a small charge of £3 a session for extra curricular clubs that support the schools' extended services provision and that do not require the caretaker or key holder to work out of hours.
- ❑ Fees will be reviewed regularly and they may be adjusted at the discretion of the Premises and Finance committee
- ❑ Should a let occur that does not require the caretaker or key holder to work 'out of hours', then the charges may be adjusted

#### **Conclusion**

This document is to be reviewed and updated as appropriate by the Finance and Premises committee to the Governing Body, distributed to staff and governors and made freely available on request.

Date: May 2007