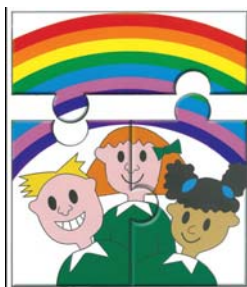
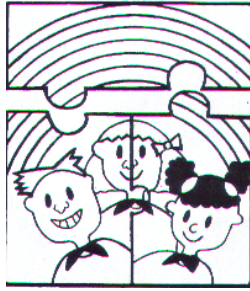


Emersons Green Primary School



LETTINGS POLICY

Draft to Governors	Draft to staff
Ratified:	Next Review:



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 Resources 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 Resources Committee of the Governors, giving a minimum of 14 days notice, except under excepted circumstances.
- If a Governor on the Resources 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 loss or damage to property or equipment, including replacement locks if keys are lost. The hirer should hold public liability insurance of at least £5m.

- Any cleaning above that is reasonable to expect of the caretaker will be surcharged.
- No advertising placards or banners may be affixed to or suspended from the school premises without the express consent of the Resources Committee. Freestanding signs or posters may be permitted on request.
- Smoking is not permitted on the school premises.
- 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 the School Business Manager payable to 'South Gloucestershire Council'. In the case of block bookings, an invoice for payment will be issued at regular intervals, generally half-termly. 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.
- If a key is issued to the hirer, they will sign an authorisation form and must return the key if they are no longer the lead person in the organisation.

Fee structure

- There will be no charge for the PTFA or other community agencies, as agreed by Resources Committee e.g. Police, Health
- *Commercial organisations:*
 - ✓ Hall £25 for the first hour/£12.50 per hour thereafter
 - ✓ Classroom £15 for the first hour/£7.50 per hour thereafter
 - ✓ Small rooms (e.g. staff room) £7.50 for the first hour/£3.50 per hour thereafter
 - ✓ Playground/field £10 per short let/£30 for a day
- A 25% discount may be applied for long term lets subject to approval by the Resources Committee.
- *Community groups and extracurricular clubs that support the schools' extended services provision:* £10 per short booking (to cover heating and lighting - plus key holder costs if out of hours)/£30 for whole day (e.g. Out of School Club)
- VAT is chargeable on sports bookings of less than 10 consecutive sessions or where there is a gap of more than 2 weeks between sessions.
- Fees will be reviewed regularly and they may be adjusted at the discretion of the Resources 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 Resources Committee to the Governing Body, or FGB as needed, distributed to staff and governors and made freely available on request.

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