



LETTINGS POLICY

Purpose

- To promote maximum usage of school facilities throughout the year for school and community benefit;
- To provide additional income for the school to improve facilities and services.

When lettings are organised, the importance of both of these aspects should be considered as a tension could arise between them.

Implementation

For outside organisations there shall be three levels of priority and charge:

Priority lettings

(costs may be waived or charged at marginal rates at the discretion of the Headteacher)

- Meetings or events organised by The Lakes School and individuals, groups or organisations *working on behalf of the school* eg. FOTLS
- Groups, organisations or individuals with charitable aims holding a fund raising event *for the benefit of the school*
- Groups, organisations or individuals with educational aims *that will directly benefit the school*.

Mid-priority lettings (community rental)

- Groups, organisations or individuals providing a service to the school or community with charitable aims and purposes
- Public services such as Health, Social services or employment agencies providing a local service

Non-priority lettings (reference commercial rates – definitely no lower than community rate)

- Groups, organisations or individuals providing a service to the school or community with business aims
- Groups, organisations or individuals who will benefit from the letting with little or no obvious benefit to the school or community

Letting rates are available from the lettings officer.

Reason for refusal

- Any group, organisation or individual whose presence or whose aims stated or implied, would conflict with the ethos of the school
- Any group, organisation or individual whose presence or whose aims would conflict with school policies on, for example, race and equal opportunities
- Any group, organisation or individual not able or willing to comply with health and safety legislation and requirements relating to the letting

Administration

- All lettings should be passed through the lettings officer to ensure the correct paperwork is in place.
- Booking form must be completed and returned – available from lettings officer.
- Where a reduced rate is being considered, this must be in direct liaison with the Headteacher and the following factors must be taken into account:
 - a) All letting must cover all additional costs to the school (cleaning, site management, utilities) arising from that letting, or have specific funding so that costs are covered.
 - b) If a community activity based at the school is making a profit after costs, a reduced rate letting must not subsidise that profit.
 - c) Any reduced rates applied to start up activities should have an agreed end date by which time the new activity should be sustainable.
 - d) Reductions on lettings charges should be determined by the Headteacher or their nominated deputy and the reason(s) for the reduced charges documented.
 - e) Wherever possible, reduced rates should be supported by other funding (eg. grants or donations).
- A deposit may be charged at the discretion of the lettings officer
- Fees for cancelled individual lettings may be payable against the following scheme:
 - f) More than two months in advance: no charge
 - g) Between two months and two weeks: 50% is payable
 - h) Between two weeks and 24 hours: 75% will be payable
 - i) Less than 24 hours: the full amount is payable.
- Any costs for licensing, planning permission, unusual cleaning (including additional litter picking), unusual energy or water usage or damage must be paid for by the user.

Please note that The final decision about lettings rests with the Headteacher.

Review

This policy will be reviewed on a three-year basis by the Governors' Finance & Resources Committee. The income and costs of lettings must be reviewed annually together with the scales of charges.

Signed *Chair of Finance and Resources Committee*

Signed Headteacher

Date