

St Katharine's CE (VC) Primary School

Approved by the Governing Body on 25 November 2009th

Lettings Policy

A. Applications for Lettings

1. All applications for a letting should be submitted on the form supplied by the School. No application may be approved unless the applicant has received a copy of the Terms and Conditions of Letting and accepted them in writing. On approval of the application a copy will be returned by the School with the fees payable shown. The original will be retained by the School as a record of the transaction.
2. Applications will be accepted only if the hirer is sponsored by a person linked to the School.
3. The name and contact numbers are to be provided for the person who will be held responsible for holding and supervising the event (the Event Co-ordinator).
4. No letting may be accepted unless the Headteacher is satisfied and provided with evidence that the activities will be covered by adequate insurance.
5. An accurate estimate of numbers must be given prior to the meeting. They will not exceed 300 persons for outside events and 90 persons for indoor events.
6. No function will be permitted to continue after 9.30pm by which time the premises must be vacated.
7. The Event Co-ordinator will be required to complete a risk assessment prior to the event. Risk assessment forms will be supplied by the Headteacher.
8. All applications should be addressed to the Headteacher of the School. The approval of the Governing Body will be needed for all lettings in respect of more than one day or lettings of specific types where the Governors have decided that the approval of the Governing Body will be required. Special conditions apply in regard to Firework Party to be provided separately.
9. A record of all lettings approved by the Headteacher will be presented to the Governors at their regular meetings.

B. Areas to which access is granted

1. Lettings will grant access to the Hall, toilets, kitchen and circulation areas. No access will be granted to the 2 offices.

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2. Access may (in exceptional circumstances) be granted to classrooms and/or storage spaces, subject to prior approval in writing as to conditions of use.
3. The playground, climbing equipment and playing field may be used only if prior approval is given in writing stating the conditions of use.

C. Charges

1. For the year from 1st April 2009 to 31st March 2010 the minimum charges are those set out in the Schedule to this Policy. These charges are sufficient to ensure that income at least covers expenditure (including fixed overheads) and thus meet the LA's requirement that the School may not let its premises at rates which subsidise non-school activities.
2. Charges will include the use of toilets and the kitchen.
3. All charges must be paid in advance of the event.
4. Charges for the use as a polling station are limited to the actual cost of making the premises available to the Returning Officer - see chapter 17 of the DCSF 'Guide to the Law for School Governors'.
5. Receipts should be given for all fees paid and copies kept in the School's financial records.
6. Any damage to the property and/fixtures, fittings and furnishings are to be made good or compensated by the Event Co-ordinator.

D. VAT on lettings

1. Invoices for lettings should meet the requirements for a VAT invoice. A copy should be kept by the School.

E. Lettings Administrator

1. The Headteacher is in overall charge of the administration of the lettings policy.
2. The Administrative Officer (currently Jan Stagg) deals with the day to day administration of lettings.

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Schedule of Charges Effective 1st April 2009

Summer charge - no heating

Minimum charge of £15 for up to the first three hours and £5 for each hour (or part of an hour) thereafter.

Winter charge - with heating

Minimum charge of £20 for up to the first three hours and £7 for each hour (or part of an hour) thereafter.

Additional charges

The following will be charged in addition to the above charges:

- Additional cleaning : at cost
- Power for equipment not supplied by School: to be negotiated

RJL. November 2009

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Decision Tree

