



Lettings Policy

**Ratified by Governors Autumn 2020
Review Autumn 2021**

The Governing Body of Latymer All Saints C of E Primary School believes that schools are a valuable community resource. It is therefore committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended schools services agenda we will give priority to the use of premises for educational objectives.

The hiring of school premises at all times outside normal school hours is under the control of the Governing Body. This policy sets out the facilities available and the charges.

LETTINGS POLICY

A letting is defined as the use of school premises during school hours, evenings, weekends and school holidays by parties other than the school.

Our lettings policy will aim to;

- ensure that the use of school premises and facilities is effectively co-ordinated and managed
- promote the use of school premises by the wider community
- give priority for established community providers of services for children and young people
- provide a clear statement of charges
- ensure a range of activities for children and young people

SCALE OF CHARGES

Our charging policy will;

- charge statutory and voluntary community sector organisations at a 'Community Rate'
- charge commercial private organisations at a 'Commercial Rate'

The charge to the hirer will include a 10% agency fee.

APPLICATION PROCESS

An organisation wishing to hire school premises should, in the first instance, contact the Lettings Agent for the school:

Email: school-lettings@hotmail.co.uk

Tel.: 07854 029622

The Agent will issue an application form which needs to be completed at least 3 weeks before the date of hire and returned to the agency.

The agent will send details of the request with an approval form to the school.

The school will consider the request, taking into consideration

- 1) health and safety of the children at the school
- 2) security of the site
- 3) availability of a Site Manager
- 4) reason for the let, and the nature of the organisation requesting the let.

THE HIRE AGREEMENT

The approval of hire will be confirmed by the Letting Agency in the invoice which will specify the premises being hired; the nature of the activity or activities taking place; the time and duration of the hire; and the cost of the hire.

The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place. The payment will be made to the agent.

The Headteacher or the Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.

When a hirer has any particular complaints about the service or hire they should, in the first instance, approach the Agent who will advise them on the procedure to be followed.

Scale of Charges from January 1st 2018

HALL

Community Lettings

Monday to Sunday £50 per hour

Christian Faith Lettings

Monday to Sunday £45.00 per hour

Non Community Lettings

Monday to Saturday £60.00 per hour

Sunday £70.00 per hour

Staff

Evenings or weekends £25.00 per hour

PAVILION

£20 per hour weekdays

£35 per hour weekends

LOG CABIN

£20 per hour weekdays

£25 per hour weekends

CAR PARK

£35 per hour or £280 per day (day = 7am to 4pm) evenings and weekends only

FIELD

Community £35 per hour

Staff £30 per hour

PLAYGROUND

£20 per hour evenings, weekends and holidays only

These charges are based on guidance from the Lettings Agency and reflect charges by other schools. The Site Manager, under the direction of the Headteacher oversees all lettings.