

**No: 39 Lettings**

**September 2022**

**St Anthony’s School Lettings Policy**

Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

* Raise income for the school
* Better integrate the school into the local community
* Familiarise individuals with the school, who may become pupils
* Satisfy some of the needs of local individuals, groups and organisations
* Increase the use of facilities that are under used by the school

# **Implement:**

Bookings are made through the Head teacher or School Business Manager (SBM) of the school, as authorised by the Governing Body and confirmed in writing.

* School activities have priority
* No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
* Outline charges are set by the Headteacher/Governors and reviewed annually
* Specific charges are set at the time of the agreement
* The VAT liability of the letting is determined at the time of the agreement
* Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
* The agreement should be updated and reviewed at least annually
* A diary is kept covering all school and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign an agreement that covers:

* Terms and conditions relating to type of and length of use
* Cancellation
* Damage
* Insurance

Charging: *This should be in accordance with the school’s lettings price list see appendix 1.*

*Where no charge is made the school must still comply with* KCC requirements regarding Lettings*.*

* Restrictions on use
* The sale of alcohol is not permitted
* Parking

# **Roles and Responsibilities.**

The SBM is responsible for the maintenance of the lettings diary.

* Office staff are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises
* Opening and closing the school is undertaken by the site manager or by prior agreement with an authorised member of the staff. Long term renters will have a set of keys and security fob to allow them to access sports hall and lock up when they finish. Site manager is responsible to show the key holder how to use the keys and fobs.
* Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
* When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
* Post-letting checks are made by the site manager and reported to the (SBM)
* SBM will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

# **Monitoring & Evaluation:**

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker’s payments.

**Appendix 1**

**The Pricing and Charging Policy for the Use of School Facilities and the Control of Income from Lettings**

**1. Introduction**

Schools should ensure that there is an adequate charging policy for lettings and that income due is identified, collected and accurately recorded and controlled.

**2. Key Controls and Procedures**

2.1 The Governing Body should establish a standard hire agreement form (which should be pre-numbered for control purposes), a charging policy for lettings and approved rates of charges, which should be documented for reference by appropriate school staff. When setting charges, consideration should be given to ensuring that caretaking and other costs are included. Most local accounting systems offer a standard debtors invoice.

2.2 All lettings must have a completed lettings form to ensure that those hirers requiring cover by the Authority’s insurance policy are properly recorded. Where a school may have agreed free use of its facilities, a nominal sum must be charged and a hire form completed to substantiate any insurance claim that may subsequently be made.

2.3 A hirer should be requested to complete, sign and return the standard hire agreement form confirming their acceptance of the terms and conditions of the lettings. A hirer must confirm that they have taken out adequate insurance to cover their legal liabilities during the period of the letting if they are not paying the extra charge to be covered by the Authority’s insurance policy.

2.4 Hire agreement forms should be authorised by the Headteacher, or an officer at an appropriate level. Forms should be filed sequentially.

2.5 All applications for lettings should be documented to monitor the use of facilities. The hire agreement form number should be entered on the monitoring record for cross-reference purposes.

2.6 Pre-numbered invoices (e.g., the Authority’s local collection invoice) should be raised for all lettings, and invoice numbers should be recorded on the relevant hire agreement forms for cross-reference purposes.

2.7 An appropriate person should allocate any work connected with each letting to the caretaker. The caretaker’s claim forms for this work should be checked and authorised for payment by this officer, who should ensure that caretaking costs are correctly included in the hiring charge.

2.8 VAT should be correctly charged on appropriate lettings of sports facilities. (Consult the Authority’s VAT specialist’s guidance notes on this subject).

2.9 Where possible, and in particular for ‘one-off’ lettings, income should be collected before a letting takes place to reduce the risk of non-payment.

2.10 The school’s copy invoices should be filed sequentially awaiting payment, and when paid they should be attached to the relevant hire agreement forms. The hire agreement forms should then be endorsed as ‘Cleared’.

2.11 The hire agreement forms file and the outstanding invoices file should be regularly reviewed by the appropriate person to ensure that all income is properly identified for collection and the outstanding debts are pursued. A procedure should be established to pursue debts, e.g., by a first letter one month after the letting took place, and a second letter after two months, then consideration should be given to legal action or write-off.

2.12 An adequate division of duties should exist in:

* The confirmation of lettings
* The issue of invoices
* The receipt of income
* The monitoring and pursuit of debts.

**Appendix 2**

**LETTINGS PRICING**

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| **Facility being hired** | **Cost per hour** | **Additional fees** |
| **Sports Hall** | £25.00 | Cleaning if required |
| **Dining Hall** | £25.00 | Cleaning if required |
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*Please note that school facilities can only be booked in a minimum of one hour blocks.*

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| **Prepared by:** | Mr Robert Page |
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