

HOLY TRINITY C.E. PRIMARY SCHOOL

LETTINGS POLICY

AIM

To provide a framework through which the schools facilities can be let. with the aim of balancing revenue without impacting on the school.

PRIORITY OF USE

Use of site and buildings will be in accordance with the following order of priority.

- **School usage**, including Open Evenings for Parents, Governors, Meetings, Parent Teachers Meetings, Children's Events and fund-raising events. Although these are recorded no charges are raised and the school absorbs all costs.
- **RBWM purposes**, e.g. Youth in the Community Lettings; the standard RBWM charges including Site caretaker overtime, are raised with the RBWM Youth Service and they then bill the user at a very heavily subsidised rates. The income is transferred into the School account.
- **Commercial Lettings for Outside Organisations**; e.g. children's parties, Stagecoach etc, these will considered as and when they arise. These can be charged in conjunction with the RBWM recommendations or at whatever commercial rates the Governors choose. The Site caretaker will seldom be required to be in attendance other than the usual one and a half hours at time and a half for unlocking and locking.

Any use of the kitchen must be negotiated specifically with the Catering Supervisor (usually done through the Finance Officer) and the Governors cannot overrule any decisions made by the Catering Manager.

RESPONSIBILITIES FOR BOOKINGS AND 'ON-THE-DAY' DECISIONS

The Finance Officer is responsible for administration of all Lettings, working under the overall direction of the Headteacher, within the guidance of this Policy. The Site caretaker is responsible for 'on-the-day' decisions with regard to safety and the security of the school premises, and has the authority to suspend a Letting if special circumstances arise.

CHARGING DETAILS INCLUDING USE OF DEPOSITS

The charges to be raised for a Letting will vary according to the category under which it falls. Standard overtime rates, including appropriate payments for anti-social hours, agreed between RBWM and the Unions, will be paid to the Site caretaker whenever he is required to open any part of the premises for a Letting. If the caretaker is unable to, or prefers not to, undertake the work of opening the premises for a particular Letting, then the Finance Officer will identify an appropriate alternative person, having due regard to security of the premises. The Governors reserve the right to permit the premises to be opened for a Letting by a person other than the Site caretaker; in such circumstances, that person is completely responsible for the security of the premises for the duration of the Letting.

If any doubt whatever exists about the premises being left in a fully satisfactory condition, we reserve the right to charge a substantial

deposit in advance. If a cheque is offered in payment sufficient time must be allowed for it to be banked and cleared before the Letting.

In accordance with RBWM requirements, the Finance Officer will maintain a Memorandum Account, regarding all Lettings, and the charges raised in comparison with the LA scale of charges, to permit the identification by the Auditors of any instances where the school's delegated budget is being used to subsidise Lettings.

INSURANCE REQUIREMENTS

It is a RBWM requirement that all hirers of school premises should have Public Liability Insurance cover of at least two million pounds. This is provided automatically for any normal school meetings and events; it is also provided for any Lettings to Youth Organisations registered as such with the LA. For other Lettings this level of insurance cover can be arranged by payment of a premium of 15% of the total hiring charge. This premium will be added to the cost of all appropriate Lettings, unless the hirers produce documentary evidence that they possess the right level of cover.

SPECIFIC RULE FOR LETTINGS AT HOLY TRINITY C.E SCHOOL

In addition to the standard RBWM terms and conditions for Lettings (see reverse of attached Application Form), all hirers will be made aware of the following points:

- The school operates a 'No Smoking' policy.
- For health reasons, no dogs, except Guide Dogs for the Blind, may be brought onto the School site

The school reserves the right not to let to organisations that, in the Governors' opinion, do not fit with school's (as a Church of England School) ethos.