

THE WILLOWS LETTINGS POLICY



January 2022

Next Review Date: January 2024

LETTINGS POLICY

Control over the use of accommodation and facilities at the school rests with the Governing Body. The Governing Body have delegated the responsibility for the letting of the school building to the Business manager and Caretaker. The Business manager is responsible for approving or declining applications, subject to any directions given by the Governing Body and will issue a regular report on the use of premises outside normal school hours.

The lettings charges are in accordance with LA Schedule of Rates.

The Governing Body reserves the right to amend their lettings charges at any time they should see fit. The decision of the Governing Body shall be deemed final in this matter.

Although the school is not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Head teacher.

Income derived from lettings will be paid into the delegated budget to offset any costs incurred by the lettings.

School functions and events organised by the Governing Body or Parent Teacher Association are exempt from all charges as they fall outside the scope of letting arrangements.

Lettings will be accepted only upon condition that making the premises available to outside organisations would be suitable and does not affect the day to day use of the school facilities by its staff and pupils.

Lettings will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

Booking Procedures

Application for the hire of the premises should be made in writing to the Finance manager giving as much notice as possible. The letter should contain details of the dates and facilities to be hired and the agreed rate to be charged.

Organisations will be required to pay for each occasion booked, unless the booking is cancelled by the school.

Payment

Cash/cheque payments are receipted in accordance with the procedures.

Sundry debtor accounts are raised in accordance with the procedures.

Non-Payment

The Business manager regularly reviews the outstanding invoices file to ensure that the school has no long-term debtors.

Reminders are sent out for all outstanding amounts 14 days after the date of the invoice. The Business manager informs the Head teacher of the current position regarding lettings on a regular basis.

The Business manager has the authority to cancel the booking of any organisation that has outstanding invoices owing to the school.

Health and Safety / Fire Safety Regulations

In accordance with the school's Health and Safety Policy and School Fire Safety Regulations the caretaker will explain the above procedures to the representative in operational control of the organisation. This advice will specifically relate to:

- Emergency evacuation procedures
- Fire alarm points and fire fighting equipment
- Assembly points and roll call of personnel
- Location of telephone and how to summon the Fire Brigade and emergency services

A written copy of the fire evacuation procedures will be issued to hirers.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.

The school's Lettings policy is reviewed on an annual basis.

Records Kept Of All Income Due

Full details are held with the Business manager of all expected income due within the financial year as well as that for occasional invoice charging.

Lettings Authorised By Finance Officer

All lettings are authorised by the Business manager or delegated person within a framework determined by the governing body within the Lettings Policy and are recorded in a register.