

## Welburn Hall School



## Lettings Policy

(Policy Dated April 2011)

**Review Period: Three Years**  
**Next review Due: Spring Term - 2018**  
**Reviewed and Amended: Feb 14, Jan 15**  
**Adopted by Governors: 11.2.15**

**Signed by Chair of Governors / Resources Committee:**

# **LETTINGS POLICY**

## **1.0 INTRODUCTION**

The Governing Body of Welburn Hall School is committed to ensuring the efficient use of the school premises and site and making them available to the local community. To this end, this Lettings Policy has been adopted.

## **2.0 POLICY**

- 1.1 The Governing Body is required to ensure that any expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget. Consequently a scale of charges for the use of accommodation has been produced and is reviewed by the Governing Body in the spring term each year.
- 1.2 Authority is delegated by the Governing Body to the Headteacher to deal with requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days/nights or after midnight) or where the prospective hirer is not known to the Headteacher, the Chair of the Governing Body should be consulted.
- 1.3 The LA's standard lettings forms shall be used on all occasions. The Governing Body requires that the full balance will be paid at least 4 weeks before the event.
- 1.4 Hirers are responsible for damage to premises or property that occurs during or as a result of their letting and appropriate supervision arrangements should be in place for activities held in buildings or grounds. The Headteacher reserves the right to request a returnable bond of up to £500.
- 1.5 The LA maintains insurance cover for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of hirers. Insurance certification should be presented to the school on request.
- 1.6 Hirers will need to comply with the School's Smoke Free Policy and no smoking is allowed in school buildings or around its entrances.
- 1.7 Hirers are responsible for removing or otherwise disposing of litter and rubbish from their use of the premises or grounds.
- 1.8 A minimum of 2 weeks notice is required for all lettings. The standard lettings forms should be completed by the school and signed by the hirer in advance of the letting. Any additional charges applicable to the letting will be set out in writing before the events and the hirer will sign to accept.
- 1.9 Where hirers use equipment that is the property of the school or Catering contractor, the Headteacher / Contractors representation shall satisfy themselves that the hirer is capable of using such equipment. The School will liaise with County Catering about the use of the school kitchen or equipment.

- 1.10 Hirers are responsible for obtaining necessary licences and satisfying statutory and legal regulations connected with their letting, for example Alcohol licences.
- 1.11 In particular, due to the complexity of the school building layout, hirers will be required to undertake a Fire Risk Assessment before their event and produce a copy as requested by the School.
- 1.12 The Headteacher will use his / her discretion to accept each booking and will take into account practical arrangements about staff cover to manage the booking, especially during school holidays.

### **3.0 SCALE OF STANDARD CHARGES**

#### **Use of Grounds (discretionary for educational establishments)**

**With own marquee and provision of an electric and water point (maximum users 250) - £1500 plus vat.**

*This cost includes basic assistance on site during the event and costs of access to site to make preparations. Any excessive costs incurred will also be payable, see point 4.*

#### **Use of House with Grounds**

**Charge per head per 24 hour period - £18.50**

**(Minimum charge £400 per 24 hour period, maximum number is 35 persons).**

*Costs to include basic provision of caretaking and use of laundry facilities. It is anticipated that the property will be left in a clean and tidy condition.*

#### **Other Lettings**

Charges for other lettings will be calculated and agreed in writing on an individual basis, for example, hire of the school hall.

#### **Payment**

A deposit of 25% of the above charges is required with booking confirmation.

**Full payment** of the total charges (including pre-agreed additional charges) is required four weeks in advance of the booking.

#### **Cancellation**

In the event of cancellation by the hirer, the repayment of any deposit shall be at the discretion of the Governing Body. In the unlikely event of cancellation by the school, payment will be returned to the hirer.

### **4.0 ADDITIONAL COSTS TO BE CHARGED IN ADDITION TO THE SCALE OF CHARGES**

It is recognised that the individual nature of some potential bookings will incur costs outside the normal scale of charges.

In this event the Headteacher / School Finance Officer will prepare a statement of additional charges which should be agreed in writing with the Hirers **before** the event. In deciding the level of additional charges, the Headteacher will consider the following factors:

*Additional cleaning duties involved*  
*Additional caretaking duties involved*  
*Additional domestic supplies required*  
*Excessive use of services, eg electricity, water*  
*Staff overtime to facilitate the booking*  
*Plus any other direct costs incurred by the booking*

**The full balance (including additional charges) should be paid 4 weeks in advance (less the deposit received).**