

Ursula Taylor Church of England School



Lettings Policy January 2016

Introduction

The Governing Body regards the Ursula Taylor C of E School buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support UTS in providing the best possible education for its children, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Definition of a letting

A letting may be defined as:

“Any use of the Ursula Taylor C of E School buildings and grounds by parties other than UTS and its partners.”

The following activities fall within the corporate life of the School. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the Schools delegated budget.

- Governing body meetings
- Extra-curricular activities for students organised by UTS
- School performances
- Parent’s Consultation and Information Evenings
- PTFA Meetings
- PTFA organised events

The Headteacher in consultation with the Governing Body will determine which groups will be granted the use of the school premises. The Governing Body will in the first instance be mindful of supporting local community groups. Groups that directly impact upon the lives of our children will also be considered acceptable. The Headteacher in consultation with the Governing Body may use its discretion with regard to commercial groups. However, lettings that involve commercial groups seeking to make a profit through the use of the school will not be accepted. The Governing Body will not permit lettings of an inappropriate nature. e.g. involving alcohol or gambling.

Charges for Letting of the School Premises.

The Governing Body is responsible for setting charges for the letting of UTS. The scale of charges will be reviewed annually and will increase only when the cost of heating, lighting and staffing increases. The charge for hiring UTS premises includes the cost of fuel, resources, storage (where agreed on an individual basis) and Site Agent recompense for locking up after the letting.

For Community Groups, the charge for letting the premises will only cover the cost of fuel, resources, storage and staffing. There will be no profit made from letting the school to Community Groups or groups that directly benefit the children at UTS.

Commercial Groups that have been deemed acceptable by the Headteacher or Governing Body will be charged at an increased rate.

It is deemed the responsibility of the hirer to ensure the premises is left in an acceptable condition with any required cleaning completed by the hirer, unless agreed otherwise by the Site Agent.

Table of Charges

Groups	Summer Lettings Charge (April - end of September)	Winter Lettings Charge (October - end of March)
Groups deemed 'community' by the Governing Body	£15 per hour	£18 per hour
Groups deemed 'commercial' by the Governing Body	£19 per hour	£20 per hour

Applications for Lettings

Applications for lettings need to be made directly to the Headteacher or through written application to the Governing Body. Successful applicants will be required to sign an agreement with the Governing Body of Ursula Taylor C of E School and will be expected to adhere to the requirements of the agreement.

Applicants will be required to provide evidence of Insurance / Indemnity documents relating to the group applying for the letting before commencing the hiring of the hall. A copy of the Insurance / Indemnity and agreement will be kept on file in the School Office.

Safeguarding

At Ursula Taylor Church of England School we have a clear responsibility towards our children and families in relation to Child Protection and Safeguarding. It is necessary for the Governing Body to seek information from hiring groups with regard to their Safeguarding procedures. This is particularly important when there are children attending groups. The Governing Body holds the right to suspend or terminate a letting agreement if Safeguarding protocols are not deemed adequate.

Invoices and Payment of Invoices

Invoices will be compiled by Miss. Daley, Office Manager, in conjunction with Mr. Ruff, Site Agent. Mrs. Bartle, School Bursar will receive and process paid invoices. The minimum hire period will be 1 hour. All lettings will be billed on a per hour basis. e.g 2 hours community use in Summer will result in an invoice of $2 \times £15 = £30$.

Groups using the school will be invoiced on a monthly basis and invoices will need to be paid within 21 days of issue.

Unpaid Invoices may result in a suspension of the lettings agreement.

Policy Written May 2014

Policy Updated January 2016

Review date January 2017

Ursula Taylor Church of England School



Lettings Agreement

Agreement between the Governing Body of Ursula Taylor C of E School and

Date of Agreement _____

Renewal of agreement due _____

This agreement details the responsibilities and expectations placed upon the Governing Body of Ursula Taylor C of E School and the Hirer of the premises.

The Governing Body will be responsible for, or delegate responsibility for:

- Opening and locking up of the premises
- Ensuring the school is clean and in good repair
- Compiling invoices and processing payments
- Reviewing the lettings policy and agreement on an annual basis
- Holding a copy of the signed agreement and relevant Insurance documentation from the group hiring the premises
- Ensuring appropriate Safeguarding protocols are in place (if the group has responsibility for children)
- Suspending the letting of the hall, at the discretion of the Governing Body, if the group fail to pay invoices in the required 21 days

The representative of the group hiring the premises will be responsible for:

- Fulfilling the Ursula Taylor C of E School Lettings policy
- Ensuring the premises are left clean and tidy after every session
- Liaising directly with Mr Ruff with regard to property damage or incident (if relevant)
- Holding a valid Insurance / Indemnity certificate
- Ensuring that Safeguarding procedures are in place (if the group has responsibility for children)
- Paying all invoices within 21 days of receipt

Signed:

Headteacher _____

Group leader _____

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