



Lettings Policy

February 2016

Contents

1. Introduction
2. Charges
3. VAT
4. Management of Lettings
5. The Administration Process
6. Public Liability Insurance
7. Review of Policy

Mission Statement

The Becket is a Catholic school. Our mission is to work in partnership with parents and carers to provide an outstanding Catholic education for all our young people. This means:

- *Inspiring and motivating young people to achieve their full potential academically, spiritually, socially and in a full range of extra-curricular activities*
- *Helping young people to grow in the love and knowledge of Jesus Christ*
- *Developing in young people a deep knowledge and understanding of the Catholic faith*
- *Practising Gospel values, such as forgiveness and helping those in need, within our school community and in society as a whole.*

Matthew 7:7

Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.

1. Introduction

1.1 The Local Governing Body regards the 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 Local Governing Body is to support the school in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

1.2 The school's delegated budget (which is provided for the education of its students) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be re-imbursed to the school's budget.

1.3 A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the school, which is to provide outstanding Catholic education for all its students

1.4 Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

2. Charges

2.1 The Local Governing Body is responsible for setting charges for the letting of the school premises. A charge may be levied in order to cover the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

2.2 The specific charge levied for each letting will be reviewed no less than annually by the Local Governing Body (or as delegated for Committee determination). This review will take place during the Pentecost term as part of the budget setting process, for implementation with effect from 1st September of that year. Current charges will be provided in advance of any letting being agreed. A Charging Tariff will be established to ensure that access is affordable for particular individuals and groups.

3. VAT

3.1 In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances). For specific lettings, clarification will be sought from the Finance and Resources Leader.

4. Management of Lettings

4.1 The Business Leader is responsible for the management of lettings, in accordance with the Local Governing Body's policy. The Business Leader may delegate all or part of this responsibility to other members of staff (e.g. person with responsibility for premises and estates), whilst still retaining overall responsibility for the lettings process.

4.2 If the Business Leader has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the Headteacher or the Chair of the Local Governing Body or the Chair of a Governing Body Committee which has been given delegated authority to determine the issue on behalf of the Governing Body.

4.3 Where possible and within reason, the School will give priority to bookings from organisations associated with the School such as Alumni groups and organisations linked to either feeder primary schools or Catholic parishes within the catchment area. This clause will not affect bookings which have already been agreed by any organisation.

4.4. Lettings will not be given to organisations or for purposes which are in conflict either with the Catholic ethos of the School or with any School policy.

5. The Administration Process

5.1 Organisations seeking to hire the school premises should approach the school via the school website or via the Business Leader (or other designated member of staff e.g. person with responsibility for premises and estates) who will identify their requirements and clarify the facilities available. A Booking Request Form should be completed at this stage. The Local Governing Body has the right to refuse an application, and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

5.2 Once a letting has been approved by (or on behalf of) the Local Governing Body, confirmation in writing will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in

accordance with the Local Governing Body's current scale of charges. (In the event of a first time booking the school may choose to seek payment in advance in order to reduce any possible bad debts.)

5.3 All lettings fees, which are received by the school, will be paid into the school's bank account. Income and expenditure associated with lettings will be regularly monitored and reported to the Local Governing Body.

6. Public Liability Insurance

6.1 As an alternative to asking each organisation to separately arrange public liability and accidental damage insurance, the Local Governing Body has taken out a policy covering public liability, and will look to recoup the cost of the insurance premium via the lettings fee which is charged to individual hirers.

7. Review of Policy

7.1 This policy is reviewed every two years by the Local Governing Body of The Becket School.

Implemented on: 2nd Feb 2016

Reviewed on:

Approved by Full Governing Body: 2nd Feb 2016

Next review date: