

Kings Langley School



Lettings Policy

Review Date: July 2017

KINGS LANGLEY SCHOOL

A. Policy Title: Lettings Policy

B. Rationale

The rationale for the lettings policy is:

- To ensure the hiring of school accommodation and services is a clear, manageable, efficient and professional process.
- To maximise the earnings potential of the site, but without interfering with the prime function of the school – teaching and learning.
- The school provides a resource which is available to the community.
- This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community”, to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcomes of developing "strong character".

C. Purpose

The purpose of the policy is:

- To define a clear, manageable and efficient system for hiring.
- To ensure that hiring fits with the activities and needs of the school, with no adverse impact on teaching and learning.

D. Guidelines

- School activities and functions have priority. Regular hirers will be given advanced notice of cancellations by the publication of the school calendar.
- Fundraising and community activities will pay at a rate to cover the school's caretaking lettings costs.
- The school has discretion in the rate it charges to all hirers.
- School based activities (e.g. lunchtime and after school clubs) are not charged for the use of school facilities.

- The Head and/or Governing Body can authorise concessionary rates to appropriate groups.
- The Premises Manager, after consultation with the School Manager/Finance Manager is authorised by the Governing Body/Headteacher to approve lets and to set letting rates.
- The Premises Manager has responsibility to ensure that school lettings are effectively managed in all respects.
- The school caretakers have first option to supervise a particular let. They will be paid at approved lettings rate.
- A lettings officer may be employed on a casual basis to cover occasional hirings.
- The general rates of hire are issued in July of each year and take effect from 1st September. The rates will be made available to hirers.
- A termly calendar of regular and one off bookings will be produced by the Premises Manager. The calendar will include the dates of school functions.
- Any unforeseen cancellations by the school will be given to the hirer in good time, and an alternative venue within the school will be found where possible.
- All hirers must complete a booking form confirming their exact requirements.
- The School may request a fully returnable damage deposit. The amount charged will depend on the location and the type of activity involved.
- In the rare circumstances that the school needs to cancel a let, the hirer will be notified as soon as possible.
- Regular lettings will be invoiced in advance on a monthly/half termly/termly basis. Invoices will be sent out by the Finance Office as agreed individually with the long term hirers. All one – off lettings must be invoiced and fully paid prior to the commencement of the letting.

D. Conclusions

Lettings provide a useful source of income, and are also an opportunity for the school to provide a community service. It is therefore essential that this service is provided in an effective manner.

The letting process is as follows:

