



# St Peter's Church of England (VC) Primary School

## Lettings Policy

### Philosophy

Provided that there is no interruption to school use of the premises, part of the school buildings and grounds may be let to outside bodies during and after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school.
- Better integrate the school into the local community.
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations.
- Increase the use of facilities that are under used by the school.

### Implementation

Bookings are made through the representative of the school as authorised by the Governing Body, and confirmed in writing.

- School and SPSA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set in this policy at Appendix 1 and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all school, SPSA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

Users sign a contract that covers:

- Terms and conditions relating to type of and length of use.
- Cancellation.
- Damage.
- Insurance.
- Charging.
- Restrictions on use.
- Licensing for the sale of alcohol, or public performances.
- Parking.

### **Roles & Responsibilities**

The school authorised representative is responsible for the construction and regular update of the lettings diary.

- The SPSA secretary and individual teachers are responsible for informing the authorised school representative a term in advance, of events outside teaching hours, which will use the school premises.
- Opening and closing the school is undertaken by the caretaker, or a casual caretaker, or by prior agreement with an authorised member of the staff.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used.
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the caretaker and reported to the school authorised representative.
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

### **Monitoring & Evaluation**

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

Approved by the Governing Body: 26<sup>th</sup> September 2016

**Appendix 1**

**Rental Tariff September 2016**

Category of Let	Tariff
Non-profitmaking and community groups	£9 per hour for each area of the school used*
Commercial Hall lets	£10 per hour for each area of the school used*
St Peter's School Nursery Ltd	£9 per hour for each area of the school used* <i>excluding Coronation Gardens which may be used free of charge</i>
St Peter & St Paul's Church, Aylesford	Use of the Nursery building on Sundays is free of charge

\*For the purposes of this rental tariff the following are considered separate areas and use of any part thereof will incur the appropriate letting charge:

- The Nursery Building & playground
- The Lodge & playground
- Mount Pleasant Building & playground
- Coronation Gardens