

# GREENHAUGH PRIMARY SCHOOL

## Lettings Policy

The Governors of Greenhaugh Primary School believe that the school is an integral part of the community and that it is a facility which should be available to the community and should be respected and cared for by those who use it. They are, however, aware of their responsibilities for ensuring that lettings do not incur costs to be met from the delegated budget and lettings are arranged with appropriate terms and conditions.

The **Lettings Policy** sets out the charges and is revised annually by the Governing Body.

The **Letting Agreement** sets out the terms and conditions of a letting. A copy of this form should be handed to each hirer and a copy retained in the Letting Agreement book so that there is a permanent record of what has been hired and by whom.

### Charges

The hirer will be charged for any lettings fee payable to the caretaker plus any associated oncosts. The fee covers the setting out and the putting away of any furniture or equipment required by the hirer. Additional cleaning time will be required and would be chargeable to the hirer.

### Calculating Lettings Payments

All lettings fees are paid at the hourly rate of pay for the caretaker.

All lettings occurring Monday to Friday will incur extra cost above single time of the caretaker.

All lettings occurring on a Saturday are paid at time and a half.

All payments incur oncosts of approximately 12%.

### Lettings Periods

#### Weekdays

18.30 to 22.30

#### Saturdays

Between 9.00 and 18.00

The Caretaker for Greenhaugh Primary School is currently Grade 2. In addition a charge will be levied to cover the cost of heating/lighting. VAT is not charged.

Lettings income will be paid into the County Fund to be credited against the school's delegated budget.

### The following uses of the school premises are met by the Education Department

1. School and teachers' meetings for educational purposes where arranged by the Director of Education
2. County Councillor surgeries
3. Business meetings of associations/unions of school employees
4. Road Safety meetings.

In these cases the school will raise an internal transfer for reimbursement of these costs and send it to the Finance Dept at County Hall so that the school budget is credited accordingly.

Where courses for teachers, youth workers or other staff are arranged by the Education Dept, clarification should be sought from the course organiser regarding the premises costs which arise.

### **Organisations providing Youth and Adult Education Services use**

In order to support as wide a range of community education activities as possible, the Governing Body will charge organisations providing youth and adult education services only the actual cost of the usage of the school premises.

### **Friends of the School**

No charge will be made when Friends of the School use the premises for fund-raising events and activities, and the Headteacher will take into account the cost of any lettings payments due to the caretaker in constructing the annual budget.

**Signed:** ..... Clare Crow, Headteacher

**Signed:** ..... Jenni Holland, Chair of Governors

**Date:** .....

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### **This policy is designed to deal with short-term lettings only.**

The form and the letting agreement are not suitable for certain forms of substantial or long term usage, 'business' usage or arrangements where there is exclusive possession, i.e. where the hirer will be using a separate part of the school e.g. a demountable classroom or a building with a separate access in circumstances where its use is not shared with the school.

In such circumstances there is a risk that the hirer may obtain an automatic right to reserve their tenancy. Bringing such a tenancy to an end could result in costing the school money in the form of compensation to the tenant. Proposed use of the above kind should therefore be referred to the Legal Department at County Hall.