



**Greenfields Primary School**

**Letting Policy**

## Approval

<b>Signed by Head teacher / Chair</b>	Kate Day
<b>Date of approval</b>	September 2022
<b>Date of review</b>	September 2023

### Letting Applications

Enquiries for the hire of the school premises are directed in the first instance to the school office. At the start of each hire period the hirer is asked to complete a formal application form (LT01), setting out the facilities that they wish to use, the time that they wish to attend and the proposed dates on which they wish to use the facilities. For on-going lettings, a new application form is required at the start of each financial year. The application forms are forwarded to the caretaker and head teacher who ensures that the facilities and dates are available.

All applications to hire the premises are approved and signed by the Headteacher and in accordance with the delegation given by the Governing Body. The application form is then passed to the lettings secretary for retention.

### Insurance

Prior to the first session of any hire period, the office staff will ensure that the hirer holds their own public liability insurance with a minimum value of £5,000,000. A copy of the insurance certificate must be obtained and passed to the lettings secretary for retention. If the hirer does not hold their own insurance, a charge will be made to include them in the school's cover, taken out through the Insurance Section at County Hall. This charge will be 10% of the per session cost, or £5.00, whichever is the greater. These charges are held separately within the school's accounting package and paid over to the Local Authority as the premium in the following academic year.

### Diary

The lettings secretary maintains a diary of all hirings and school use of the premises. This is annotated to reflect any issues that may arise, e.g. failure to turn up, cancellation and the reason why. The diary is referred to when raising invoices or dealing with queries raised by the hirer.

### Deposits

'One-off' hirers are requested to pay a 10% deposit that is returnable after the event, providing that there is no damage or undue cleaning is required. Deposits will be cashed in advance of the hire and returned within one week of the hire taking place.

### VAT

Where the hire involves the use of the school sports hall or sporting facilities, consideration must be given to the potential for VAT, as set out in the Local Authority 'Property Matters' guide and Section 12 of the 'Financial Handbook for Schools'. Where it is not clear whether the hirer is a club, the Local Authority questionnaire will

be used to determine whether VAT is chargeable. (Please refer to Appendix C to this section of the financial procedures manual.)

The hire of equipment and some other specialist areas of the school may also be subject to VAT. In these instances, the lettings secretary will either consult the VAT guidance published on the grid or the taxation advisers at County Hall.

## **Invoicing**

Invoices for casual hires are raised two weeks prior to the event taking place and full payment is expected 48 hours before the date of the hire. Failure to make payment will result in the hiring being cancelled and the deposit forfeited.

For regular hirings, invoices will be raised by the lettings secretary half-termly in advance through the accounting system, even though agreement may be made to settle these monthly in arrears. This will enable all invoices for a financial year to be raised prior to the year-end in question and all outstanding income to be identified for the accruals in the year-end accounts.

All income received is collected through the Finance Office and recorded in the accounting package by the letting secretary. Receipts are issued for all income received. All income received must be paid into the school budget share account.

On a monthly basis the letting secretary extracts a debtor report from the accounting package and reviews all invoices over 30 days old. Statements are issued to the outstanding hirers requesting payment and details of all chasing letters and responses retained on file. (Please refer to the school's policy regarding the chasing of outstanding income in Section B.) The report, along with any required explanations, is provided to the Headteacher for monitoring and further action as required.

## **Governor Responsibilities**

The Law states that governors control the use of the school premises outside normal school hours, but they must comply with any directions given by the Local Authority.

The Local Authority has a legal requirement placed on them to provide accommodation for certain bodies, i.e. community language classes, as outlined in Section P of the HCC Property Matters guide.

The Local Authority controls the use of (community) school premises during normal school hours, but the day-to-day management is the responsibility of the Headteacher. If there is a surplus of accommodation during the normal school day then the Headteacher can let those facilities on a normal letting basis (i.e. governors cannot enter into a lease or tenancy agreement).

The governors of Greenfields Primary School are keen to promote the Local Authority policy in encouraging the community use of school buildings and facilities.

Daily control of school lettings is the responsibility of the Headteacher (and his/her staff), who is authorised to negotiate fees within the limits determined by the Governing Body.

The Office Administrator is responsible for maintaining records for each organisation / individual hiring Greenfields Primary School premises.

## **Charging Rates**

The governors determine their own charges for all lets outside the Free Letting Scheme taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the Governing Body on an annual basis, and the new rates approved through the Governing Body as recorded in their minutes. The new rates are normally implemented from the start of each academic year.

The school is expected to apply the governor approved rates for all hirers to the school. However, to promote community use, the Headteacher may use their discretion to give a 10% discount to certain hirers. This must be discussed with the Headteacher prior to agreement and details recorded with the hirers records. For lettings for the parties of children in the school or staff there are flat reduced rates.

2 hours - £50 plus insurance

3 hours- £75 plus insurance

Additional hours are charged at £20 per hour

### **Hire charges must be fully paid in advance of each session of hire**

#### **Hire Charge Rates for 2022/23**

##### **Facility**

##### **Main Hall**

First Hour £30.00

##### **Dining Room**

First Hour £20.00

Additional hours are charged at £20 per hour for the hall and £10 for the dining hall.

Tables and chairs are available for hall only rents.

##### **Playing Field (inc pitches)**

Per Hour £20.00

##### **Cleaning**

£20 will be taken on booking for cleaning costs for each hire. If the rooms are cleaned by the hirers to the same standard as left for them, we will return the £20 deposit. If we have to hire, the £20 will be kept to cover costs.

Letting fees for block bookings will be negotiated.

**All lettings will be reminded to respect our neighbours and keep noise to a minimum, especially after dark and after 9pm.**