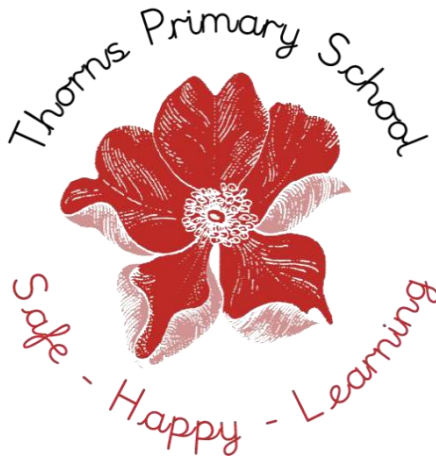




Thorns Primary School

Lettings Policy

Policy prepared by K Cartwright September 2025

Review

The policy will be reviewed regularly reviewed and amended if necessary

LETTINGS POLICY STATEMENT

- Lettings forms are available from the School Business Manager or School Office
- Any individual or any organisation/association may apply to hire part of the school premises. The school reserves the right to refuse an application at their discretion.
- The building is to be left in a reasonable, tidy condition and if extra cleaning is required this will be arranged by the school and charged accordingly.
- Any damage to school buildings/premises/equipment to be paid for in full.
- Equipment and resources for functions are not to be stored on the school premises before or after events.
- Only those rooms applied for are allowed to be used.
- Only designated toilets should be used.
- NO ALCOHOL TO BE SOLD ON THE PREMISES WITHOUT APPROPRIATE LICENCES
- NO SMOKING IN SCHOOL PREMISES OR ON SCHOOL SITE

Adoption

The school governors adopted the lettings policy and the scale of charges set out below :-

Policy Objectives

The governors adopt and endorse the School's Lettings Policy and recognise the principles therein, namely :-

- (i) that school premises represent a significant capital investment and should be fully utilised ;
- (ii) are a valuable community resource;
- (iii) educational usage, education premises constitutes a natural priority;
- (iv) that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

Categories of Designated and Private User

The governors have decided that for the purpose of charging there will be two categories of designated user. These are:

1. Community

- Parent Teacher Association

There will be no charge made for community groups such as these.

2. Private

- Private (companies and personal use i.e Slimming World or private parties)
- After school/ holiday clubs
- Brownies, Rainbow, Cubs or similar none profit organisations.

Conditions of Hire

The governors have adopted the standard Dudley MBC account of hire. These terms form Appendix 1 to this Policy Statement.

Administration of Lettings

General -The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the School Business Manager.

Variations -No member of staff is allowed to vary that in terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the governors published charging policy.

Lettings Documentation -All formal hiring of the schools premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law. A Safeguarding Form shall be completed at the first application for hire.

Scale of Charges

In arriving at their scale of charges the governors have followed the following principles :-

- 1) clubs for the benefit of children on roll ie. Breakfast/After School are a subsidised/not-for-profit fee
- 2) that private users will be charged on a cost plus an income margin for the school ;
- 3) that there will be parity of treatment for similar users;
- 4) that overall the cost of letting school facilities will be recovered from users.

For the purpose of charging the Head Teacher is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges forms Appendix 2 to this policy statement.

Value Added Tax

The governors are constrained by law to apply value added tax to all transactions where this is appropriate.

Minimum charges and deposits

The minimum hire period will be two (2) hours.

The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Cancellations

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 2.

Payment methods

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm. Cheques should be made payable to Dudley MBC. In all cases where cash or cheques are paid over then an official receipt must be issued.

Extension of Credit

The governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The governors have chosen to delegate the approval of credit facilities to **Mrs Cartwright** who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

Security

The governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegated power to the headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

Emergency Procedures

Hirers must be made aware of the layout of the building and procedures to follow in the event of an emergency e.g fire. This information is found in Appendix 3

Safeguarding

Where the use of the hall includes providing activities for children, a Vetting Checklist (Appendix 4) must be completed.

Review of Policy

The governors will review the policy each year and the scale of hire charges for the forthcoming year will also be reviewed and updated.