

# **THE WILLOWS LETTINGS POLICY**



**NOVEMBER 2018**

**Ratified by ..... Chair of Governors**

**Date: .....**

**Next Review Date: November 2020**

## **LETTINGS POLICY**

Control over the use of accommodation and facilities at the school rests with the Governing Body. The Governing Body have delegated the responsibility for the letting of the school building to the Finance manager and Site Manager. The Finance manager is responsible for approving or declining applications, subject to any directions given by the Governing Body and will issue a regular report on the use of premises outside normal school hours.

The lettings charges are in accordance with LA Schedule of Rates.

The Governing Body reserves the right to amend their lettings charges at any time they should see fit. The decision of the Governing Body shall be deemed final in this matter.

Although the school is not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Headteacher.

Income derived from lettings will be paid into the delegated budget to offset any costs incurred by the lettings.

School functions and events organised by the Governing Body or Parent Teacher Association are exempt from all charges as they fall outside the scope of letting arrangements.

Lettings will be accepted only upon condition that making the premises available to outside organisations would be suitable and does not affect the day to day use of the school facilities by its staff and pupils.

Lettings will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

### **Booking Procedures**

Application for the hire of the premises should be made in writing to the Finance manager giving as much notice as possible. The letter should contain details of the dates and facilities to be hired and the agreed rate to be charged.

Organisations will be required to pay for each occasion booked, unless the booking is cancelled by the school.

## **Payment**

Cash/cheque payments are receipted in accordance with the procedures.

Sundry debtor accounts are raised in accordance with the procedures.

## **Non-Payment**

The Finance Officer regularly reviews the outstanding invoices file to ensure that the school has no long-term debtors.

Reminders are sent out for all outstanding amounts 14 days after the date of the invoice. The Secretary informs the Headteacher of the current position regarding lettings on a regular basis.

The Finance Officer has the authority to cancel the booking of any organisation that has outstanding invoices owing to the school.

## **Health and Safety / Fire Safety Regulations**

In accordance with the school's Health and Safety Policy and School Fire Safety Regulations the Site Manager will explain the above procedures to the representative in operational control of the organisation. This advice will specifically relate to:

- Emergency evacuation procedures
- Fire alarm points and fire fighting equipment
- Assembly points and roll call of personnel
- Location of telephone and how to summon the Fire Brigade and emergency services

A written copy of the fire evacuation procedures will be issued to hirers.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.

The school's Lettings policy is reviewed on an annual basis.

## **Records Kept Of All Income Due**

Full details are held within the Finance Office of all expected income due within the financial year as well as that for occasional invoice charging.

## **Lettings Authorised By Finance Officer**

All lettings are authorised by the Finance manager or delegated person within a framework determined by the governing body within the Lettings Policy and are recorded in a register.

## **Use of the life skills bungalow**

The use of the bungalow has been agreed with social services via an agreement which allows the building to be used for fostering services at a rate of £30 a day or £60 for a day and night. The Site Manager is responsible for ensuring the use of the property is monitored and will contact fostering services if there are any issues. There are written agreements about the responsibility for ensuring the bungalow is cleaned, bedding washed and put away before the departure of the occupants. Fostering Services must contact the Headteacher to book times for the use of the bungalow out of hours, weekends and during school holidays.