



'Let your light shine' – Matthew 5:16

Whitley Memorial CE Primary School

Lettings Policy

The school is available for both commercial and community use. This policy outlines information on charges and procedures for use.

General

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

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

Insurance

Any group using the premises should have adequate cover for the activity.

Charges

The governing board is responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:

- Costs of services (e.g. heating and lighting)
- Costs of staffing, including "on-costs" (e.g. additional security or caretaking)
- Costs of administration
- Costs of wear and tear
- Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
- Costs of using the school's equipment, if applicable
- Profit element, if applicable

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.

The charge is to be agreed in advance of the letting being confirmed.

The hirer will be charged for any lettings fee payable to the caretaker plus any associated on costs. The fee covers the setting out and putting away of any furniture or equipment required by the hirer. It also covers the cleaning of the first three rooms. If more than three rooms are used additional cleaning time may be required and would be chargeable to the hirer.

Charges levied are dependent on the number of rooms and whether they are required for community or for commercial use.

All lettings fees are charged at a minimum of the applicable hourly rate of pay (inclusive of NI/Superannuation as applicable) for the caretaker. The fee to be levied will be dependent upon the nature of use with community hire to be charged at cost whereas commercial organisations will attract a higher charge.

No charge will be made when the PTA uses the premises for fundraising 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.

Lettings occurring Monday to Friday are paid at single time.

Lettings occurring on a weekend and bank holidays are paid at time and a half.

Lettings occurring on 25th and 26th December, 1st January, Good Friday and Easter Monday are paid at double time.

Lettings Periods – Weekdays

6.00 pm – 10.30 pm

10.30 pm - midnight

Lettings Periods – Weekends/Bank Holidays

6.00 am – 12.00 noon

12.00 noon – 6.00 pm

6.00 pm -10.30 pm

10.30 pm - midnight

Updated	November 2023 (no changes)
Approved by Governing Body	November 2022
Review Date	November 2024
Person Responsible for Implementation and Monitoring	Headteacher