

# Mercia Primary Academy Trust



## Lettings Policy

### Policy Status and Review

|                            |                       |
|----------------------------|-----------------------|
| <b>Date:</b>               | <b>September 2021</b> |
| <b>Review Date:</b>        | <b>September 2022</b> |
| <b>Signed by Director:</b> | <b>Garry Hirons</b>   |
| <b>Date Signed:</b>        | <b>16/09/2021</b>     |

### Principles

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its students) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

### Purposes

- To provide clear guidance on lettings and the hire of school premises and equipment
- To enable community and lifelong learning access to the school site and premises
- To promote the use of school facilities by the wider community
- To safeguard the interests of Staffordshire County Council and Mercia Primary Academy Trust
- To ensure that the out of hours use of the school site is not subsidised by the school budget

### Guidelines

#### Safeguarding & Child Protection

The hirer will need to provide a copy of their Child Protection and Safeguarding Policies to ensure that they align with acceptable processes. Details should include who if the DSL, where concerns need to be reported to and ensure that procedures are compliant.

#### Definition of a Letting

A letting may be defined as *“any use of the school premises (buildings and grounds) by a community group (such as a local music group or football team), an individual or group of individuals, or a commercial organisation (such as the local branch of ‘Weight Watchers’)”*. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its students.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

### Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of energy (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”;
- Cost of “wear and tear” on equipment;
- Cost of use of school equipment (if applicable);
- Use of consumables.

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

**The current charge is £10.00 per hour, plus £15.00 letting fee (to cover opening/locking up) as set by Mercia Primary Academy Trust Directors on 27<sup>th</sup> June 2018.**

### VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances). The Trust is not currently VAT registered

### Management and Administration of Lettings

The Headteacher is responsible overall for the management of lettings, in accordance with the Governing Body’s policy. The Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

Community Lettings will take place at the discretion of the Headteacher. If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Finance Committee, who is empowered to determine the issue on behalf of the Governing Body.

#### ➤ **The Administrative Process**

Organisations seeking to hire the school premises should approach the Office Manager, who will identify their requirements and clarify the facilities available. An ***Application for Hire Form*** and an ***Agreement for the Use of School Premises*** (a copy of which is attached to this policy) should be obtained and completed at this stage. Hirers will also be issued with a copy of the terms and conditions. The Governing Body has the right to refuse an application, and **no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.**

## Lettings Policy

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Once the completed forms have been received by the school and signed by the Headteacher or School Business Manager, a copy of the **Hiring Booking Form** will be returned to the hirer as confirmation, setting out full details of the letting.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received by the school will be paid into the school's delegated budget. Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

### Public Liability and Accidental Damage Insurance

The hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out.

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

*A signed version of this document is available from the school office.*

### Version Control

| Version | Date Approved | Changes       | Reasons for Alterations                 |
|---------|---------------|---------------|---|
| 1       | 02.12.2015    | Annual Review | None                                    |
| 2       | 07.12.2016    | Annual Review | None                                    |
| 3       | 27.06.2018    | Annual Review | Increase of letting fee from £10 to £15 |
| 4       | 10.10.2020    | Annual Review | None                                    |

## Lettings Policy

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|--|----------|--|---------------|
|  | 24.03.21 | Added range of formats   | Accessibility |
|  | 10.09.21 | Safeguarding arrangements – Hirer to provide their own safeguarding Policy and It is the responsibility of Mercia Primary Academy Trust to ensure that this policy meets the expectations of our Safeguarding standards. |               |