



Lettings Policy

Policy Objectives

The Governing Body of the Kimberley School adopt this Lettings Policy and recognise the principles therein, namely:

- (i) that school premises are a valuable community resource;
- (iii) educational usage of 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 educational activities by designated users.

Conditions of Hire

The governors have adopted Conditions of Hire in conjunction with this policy. These conditions form an appendix (Appendix 1) to this policy.

Administration of Lettings

General

The governors delegate authority to administer lettings to the Director of Services and relevant administration staff.

Variations

No member of staff is allowed to vary the 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 agreement and are to receive a copy of the conditions of hire. The hire agreement is a form of contract.

Scale of Charges

In arriving at the scale of charges, the governors have followed these principles:

- (i) that users will be charged on a cost plus an income margin for the school ;
- (ii) that community users will be able to receive a discount of up to 40%, provided that all costs are covered by charges
- (iii) that there will be parity of treatment for similar users;
- (v) that overall the cost of letting school facilities will be recovered from users.

The basis of charging will be determined by the purpose for which a letting is arranged. The scale of charges form Appendices 2 & 3 to this policy statement.

Discounts

For the purpose of charging the Director of Services is authorised to determine which group may be entitled to a discount. These form part of the scale of charges from September 2015 (Appendix 2) and are the only permitted variations to the standard charges.

Value Added Tax (VAT)

The Kimberley School is not registered for VAT.

Deposits

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

The governors and those persons with delegated authority to manage the lettings reserve the right to cancel both designated and private users hire agreements should it be found that the Hirer or person associated with the Hirer is found to be bringing the school into disrepute or by jeopardising the school's integrity or ethos in any manner.

Wherever possible the governors or designated person will endeavour to give as much notice as reasonably practicable under the circumstances should the premises become unavailable for hire. The Governors and school will not be responsible for any costs that may be incurred as a result of this cancellation of use.

The governors and those persons with delegated authority to manage the lettings reserve the right to cancel any letting that conflicts with any other school arrangements or agreement with any other third party.

Payment methods

Payment is made by way of invoice. All outstanding charges should be paid for in good time. Use of the facilities may be suspended for non-payment of charges.

Security

Caretakers are required to be present during a letting involving entry to the premises by members of general public, such as public performance or display. Otherwise, in the case of private members clubs, etc., provided that the users have clear instruction on the security arrangements and are familiar with the arrangements in school, then lettings may be go ahead 'unattended', ie without caretaker attendance. Users should ensure that they have appropriate level of insurance for the activities taking place and that this includes £5M cover for public liability.

Review of Policy

The governors will review the policy each year along with the scale of hire charges for the forthcoming year.

Reviewed July 2018

Review Date: July 2019