



Lettings Policy

Approved for Issue: Autumn 2023

To be reviewed: Autumn 2024

INTRODUCTION

Schools have become responsible for the letting of school premises, and are largely free to determine their own charge rates. Schools are responsible for meeting the costs of providing lettings and for receiving the income from outside bodies. In considering all requests from outside bodies for the use of any part of the school premises or grounds it is the governors' policy that the needs of the school must be taken fully into account and the first consideration must always be given to the school requirements.

COMMUNITY SUBSIDY

The policy for the letting of school premises is the responsibility of the School Governors and is based on the concept that the governors are free to determine their own community policy.

Free lettings will be considered for the following:

- Extra curricular activities,
- Fund-raising events which are arranged by the governors, staff, or other authorised organisations working on behalf of the school.
- The Parochial Church Council of St Mary, Astbury.
- Astbury Brownies and Rainbows group, provided its membership continues to include children from the school, church or parish.
- Organisations within the 'family' of the Education service.

Only those organisations wishing to use facilities for a commercial or private function will be charged at the actual recovery rate.

LETTING CHARGES

In arriving at their scale of charges the governors will consider the lettings charges recommended by Cheshire East Council.

A Grant of Licence to Astbury Merecats Out of School Club has been agreed and the legal documentation retained in school. The licence will roll on until either party gives notice to terminate the contract.

Astbury Merecats will be invoiced every three months on 1st January, 1st April, 1st July and 1st October. The charge in 2023 will be £1200. The charge was agreed at the Local Governing Board meeting on 4th July 2023. The consideration will be paid into the school budget.

STAFFING

All lettings must have one or more of the following in attendance:

- School Caretaker.
- Member of school staff.
- School Governor.

ELECTIONS

Returning officers have a statutory right to use school premises at a rate established to cover marginal costs for heating, lighting and caretaker services. It is the school's responsibility to bill the election returning officer for the services provided.

RECORDS

It is the school's responsibility to maintain its own records and all lettings must be recorded in a format that will enable auditors to cross reference letting applications to income received and caretaker payments (if any). It is the policy to maintain a lettings document (kept by the office administrator)

DAMAGE TO PREMISES & INSURANCE

The outside body will be directly responsible to the Governors of the school for the proper use of the school premises and will be required to reimburse the governors for all expenses incurred in reinstating structural damage and maintenance repairs caused by the outside body or any person admitted to the premises by the outside body. The governors accept no responsibility for loss or damage to property owned by an outside body using the school premises and the outside body is recommended to take out insurance to cover its legal liabilities to the governors and third parties, and shall produce such a policy if called upon to do so.

HEALTH AND SAFETY

The caretaker, member of staff or Governor present at lettings must make the outside body aware of

- ❖ Emergency evacuation procedures (there must be two exit doors unlocked) including keeping exit routes clear.
- ❖ Suitability of equipment brought onto the premises

This policy is to be reviewed every year.