



Lettings Policy

Aims

1. To promote the School's positive profile, and to maintain and develop links within the local community especially to promote community cohesion
2. To govern the use of the School's buildings and facilities by community and other local organisations and individuals in a manner consistent with best practice.
3. To ensure that such uses conform to the responsibilities of the Governing Body and the Aims and Objectives of the School.

Procedure

1. The Governors review and approve lettings charges and permissible discounts each year in the first Policy and Resources meeting of the Summer Term.
2. The Bursar considers all enquiries and the level of costs involved before approving a letting, subject to authorisation as follows:-
 - a. The Bursar may authorise the new letting of 1 to 3 teaching spaces in one booking; existing bookings will be renewed automatically by the Premises Manager unless major changes are proposed.
 - b. The new letting of 4 or more teaching spaces in one booking, or lettings involving more than one building on the School site must be authorised by the Headteacher and the Chairman of the Governing Body; existing bookings will be renewed automatically by the Premises Manager unless major changes are proposed
 - c. The Assistant Headteacher (Community) must always consult fully with Bursar before accepting a new hirer and before using any element of discretion as to charges and costs
 - d. Free use and charges below economic cost must not be authorised, unless agreed by the P&R Committee
 - e. The school is expected to apply the governor approved rates for all hirers to the school.
3. Prospective hirers should be referred to the Lettings Information Booklet and the charges contained therein prior to completing an Application/Booking Form;
 - a. Block bookings will be considered for periods of no longer than one calendar year at a time.
 - b. Block bookings for the listed hirers made on a yearly basis are not subject to the hourly rates as published in the Lettings Information Booklet. The Bursar will calculate an annual price to be approved annually by the P&R committee.
 - c. 'One-off' hirers may be requested to pay a £50 deposit that is returnable after the event, providing that there is no damage or undue cleaning is required. Deposits will be cashed in advance of the hire and returned within one week of the hire taking place.
 - d. Lettings by existing hirers are made through lettings@stmarys.net administered by Finance Officer who, with reference to existing bookings on the lettings calendar and school calendar, will routinely take details of venues, dates and timings including any special instructions such as caretaking needs to effect a new booking.
 - e. It is important that all lettings by a new hirer include the following information to be communicated to the Finance Officer: name of hiring organisation; name of contact, contact details; and billing address.
 - f. However, any enquiries to let from a new hirer must be referred by the Finance Officer to the Assistant Headteacher (Community) before a letting can be processed.



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- g. It is essential, that the Premises Manager is fully conversant with the terms and conditions agreed, the information contained within the Lettings Information Booklet and this Lettings Policy
4. The Premises Manager maintains a diary of all hiring's and school use of the premises. This is annotated to reflect any issues that may arise, e.g. failure to turn up, cancellation and the reason why. The diary is referred to when raising invoices or dealing with queries raised by the hirer
5. Prior to the first session of any hire period, the Premises Manager will provide a copy of the hirers own public liability insurance with a minimum value of £5,000,000 to the Assistant Headteacher (Community) or Bursar for checking.
 - a. A copy of the insurance certificate must be obtained and passed to the Finance Officer for retention.
 - b. These charges are held separately within the school's accounting package and paid over to the insurers as the premium in the following academic year. (Insurance charges can be waived at the Headteacher's discretion).
6. Lettings invoices are raised in the Accounts Receivable system by a Finance Officer, who ensures that all monies are received before the letting takes place;
 - a. Invoices are issued six weeks ahead of the letting date for payment within 28 days; (where a regular hirer has frequent monthly changes in their requirements, agreement may be made to settle these monthly in arrears).
 - b. Invoices for casual hires are raised two weeks prior to the event taking place and full payment is expected 48 hours before the date of the hire. Failure to make payment will result in the hiring being cancelled and the deposit forfeited.
 - c. Regular termly repeat bookings are invoiced half-termly in advance.
7. All receipts are banked intact by a Finance Officer.

Monitoring

1. The Bursar authorises all invoices and verifies receipts against invoices.
2. The Bursar reviews the Lettings diary monthly to ensure that all lettings have been invoiced and relevant fees received before the letting takes place.
3. The Responsible Officer includes test checks within his periodic reviews to ensure the procedures have been properly followed.

Evaluation Criteria

1. Maintenance of lettings income levels year on year.
2. Developing relationships and continuing repeat business from local organisations. The number of lettings hours per term to be calculated.

Review

Governor Committee: Resources Committee

Date of review: September 2016

Next Review Date: September 2017