

Shene International School

Lettings Policy



Adoption

The school governors at their meeting on [insert date] adopted the lettings policy set out below :-

Policy Objectives

The governors recognise that the school premises:-

- (i) represent a significant capital investment and should be fully utilised,
- (ii) are a valuable community resource;
- (iii) for school functions will take priority over lettings
- (iv) that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating educational activity by designated users.

The letting of the school premises by the community is welcomed, subject to the following conditions:-

1. Use of the premises for school functions will take priority over lettings.
2. The Governing Body will set charges for lettings guided by these principles:-
 - a. Lettings to the Shene School Parent Teacher Association (PTA) will be free of charge.
 - b. Lettings to bona fide community groups which support children's activity (with a minimum of 80% of the group consisting of children younger than 16) will be charged at a reduced rate, to cover caretaking, energy, wear & tear, administration.
 - c. Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.
3. Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.
4. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
5. The school premises will not be let to individuals or organisations which represent a controversial political view. It is at the discretion of the Governors to decide what constitutes "a controversial political view" and what does not.
6. The school will not be let where the purpose of any letting would appear to be detrimental in any way to the general conditions or otherwise of the facilities of the school.
7. The school premises will not be let for functions where a Public Entertainment Licence is required.
8. Where the use of facilities is furthering the purpose of the School, it need not be a letting. It is at the discretion of the Governors to decide what constitutes "furthering the purpose of the School" and what does not
9. Priority will be given to activities that benefit the children of the school, and the school community.
10. All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
11. The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the following persons, Valerie Wallace. Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.



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, prove liability insurance for £5 million, and are to receive a copy of the conditions of hire prior to any let commencing. The hire agreement is a contract which the governors may enforce.

Variations

No member of staff is allowed to vary that in terms and conditions from which the school premises are hired to either individuals or organisations, nor to deviate from the governors published charging policy, without prior written agreement from the governors or Valerie Wallace on behalf of the governors.

Review of Policy

The governors will review the policy each year in the month of March (in line with the financial year) and the scale of hire charges for the forthcoming year will also be reviewed and updated.