



Oathall Community College – Lettings Policy

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1	April 2013	
2	April 2016	Addition of dance studio, music rooms and school field. Review of charges.
3	April 2018	Review of charges

Distribution list
Governors
Headteacher
Leadership Team



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Introduction

The Governing Body regards the school buildings and grounds (which are owned by WSCC) 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 pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Definition of a letting

A letting may be defined as:

“Any use of the school buildings and ground by parties other than the school and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”.

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school’s delegated budget:

- Governing body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents’ meetings
- Meetings of the PTA
- PTA organised events
- Services provided by partner organisations
- Duke of Edinburgh Award

Priority for lettings

The Governing Body is mindful of the needs in the local area. The following lettings are especially encouraged:

- Lettings to ethnic minority groups
- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to parents attached to the school
- Lettings to people living in the school’s local community
- Lettings to voluntary organisations
- Lettings to parent support groups
- Lettings to self help groups
- Faith groups
- Lettings to women’s groups
- Lettings to people with a disability
- Lettings to low income groups



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- Lettings to children's groups
- Lettings to youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the schools facilities:

- Activities with little potential to generate income, support for the school or that are not appropriate to a school setting
- Private parties/events for individuals (such as birthday/anniversary)
- Events selling alcohol
- Activities promoting gambling

Types of Lettings

The Governing Body has agreed to define lettings under the following categories:

- **Community Lettings** for activities which benefit the school and local community which will be made on the basis of full cost recovery
- **Commercial lettings** will be charged on a cost plus an income margin for the school (e.g. Clubs or organisations not run by volunteers.)

Charges

The Governing Body is responsible for setting charges for the letting of the school premises. These are set out in Appendix A.

The scale of charges will be reviewed annually by the Governing body for implementation from the beginning of the next financial year, with effect from 1st April of that year-. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Headteacher/Business manager is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT.

The minimum hire period will be one hour. The school reserves 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.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use



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Letting times and available facilities

The following areas are available for hire:

Sports hall (Including changing rooms)
Assembly hall (including dining room & small kitchen)
General classrooms
Design & technology classrooms
Food technology classrooms (not including any equipment such as pots, pans, knives etc.)
Art classrooms
Music rooms
Drama studio
Dance studio
Virtual learning classroom (VLC)
All weather pitch (separate arrangements apply)
School field

These facilities are available to hire at the following times:

- Monday – Friday between 6pm and 10pm
- Saturday between 9am and 5pm
- Some facilities may be hired on a Sunday by arrangement with the Lettings administrator.
- The college does not hire any facilities over bank holiday weekends or the Christmas holiday.
- The times of hiring for the all-weather pitch are subject to planning conditions and are covered under separate arrangements.

Variations to these facilities and times will be subject to the approval of the Headteacher/Business manager

Conduct of users

This is set out in the Terms and Conditions for use of school premises.

Security

The Headteacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Head teacher/Business manager in accordance with the Governing Body's policy. Where appropriate, the Head teacher/Business manager may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Head teacher/Business manager has any concern about whether a particular request for a letting is appropriate or not, he will consult with Chair of the Governors.



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Considering applications for lettings

Organisations seeking to hire the school premises should approach the Lettings administrator in the first instance.

All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to:

- refuse applications without giving a reason
- have a representative present at any function
- terminate any activity not properly conducted

Issuing a Lettings Contract

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract.

The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges.

All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Headteacher on behalf of 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 and payment received in full.



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Appendix A – Hourly Charges from September 2018

Astro Pitch			
autumn and spring term			
book and play	adults	whole	£157
		third *	£59
	juniors	whole	£127
		third *	£48
block bookings	adults	whole	£121
		third *	£46
	juniors	whole	£98
		third *	£38
summer term			
book and play	adults	whole	£133
		third *	£51
	juniors	whole	£101
		third *	£42
block bookings	adults	whole	£101
		third *	£40
	juniors	whole	£78
		third *	£32
* Third pitch bookings weekdays only. Only full pitch hirings at weekends			
rooms:			
drama and dance studios			£17
sports hall			£31
classrooms			£12

A £50 supplement will be levied on all categories of letting that fall outside of the standard letting times to cover the extra cost of caretaking incurred by the school.