



## Oathall Community College – Lettings Policy

Document Control - Document Details	
Document Name	Oathall Community College Lettings Policy
Purpose of Document	Outline of college position for charging for hiring the school facilities
Document Version number	4
Document Owner	Jo Godbolt
Prepared by	Jo Godbolt
Document location	T:\0-School Administration\01-College Policies\Approved Policies 2020-2021
Date of first draft	November 2012
Date Approved	24.05.21
Approved by	Governing Body
Next scheduled review date	April or May 2024

Version History		
Version number	Date Approved	Change/Reasons for Change/Comments
1	April 2013	
2	April 2016	Addition of dance studio, music rooms and school field. Review of charges.
3	April 2018	Review of charges
4	April 2021	Change 'contract' to 'agreement', amended areas that can be hired. Removed appendix of scale of charges. Amended listing of priority groups

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
- Lettings to parent support groups
- Lettings to self-help 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
- Lettings to voluntary organisations
- Lettings to parents attached to the school
- Lettings to people living in the school's local community

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 school's 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. The scale of charges will be reviewed annually by the Governing body for implementation from the beginning of the next academic year, with effect from 1st September 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.



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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

### **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  
Specialist classrooms (music, DT, food tech, art and IT)  
Drama studio  
Dance studio  
All weather pitch (separate arrangements apply)  
School field  
Albemarle centre rooms

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 letting or hiring agreement**

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 agreement

The agreement 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.