



Beths Grammar School – Lettings Policy

1. Purpose

- The Governors recognise that the School and its facilities are a valuable resource and are keen to extend its range of services and activities beyond the school day for the benefit of its students, their families and the community.
- To contribute to providing greater access for the community.
- To make good use of the facilities on site, including provision of premises that are suitable for and accessible to all.
- Generate regular and additional income for the benefit of the School community.

2. Principles

- The Governors delegate the responsibility for operating its letting policy to the Operations Manager.
- Lettings should not impinge on School activities.
- Lettings will be directed to community group activities and social activities. No political meetings or fairs that could damage the reputation of the school will be allowed unless requisitioned for use as a meeting room during a Parliamentary election period.
- Lettings to organisations or individuals that express extremist or terrorist views in their literature or online profile will not be allowed.
- To be on a commercial footing to ensure all costs are recovered and a profit element included. Price levels agreed annually by Governors Finance & Asset Management Committee in June/July to take effect in September.
- Suitable commercial bookings will be considered under an alternative agreed pricing structure.
- The Governors accept that to develop and encourage take up of use of facilities some discretion is permitted to vary charges for some users on a temporary or permanent basis. This responsibility is delegated to the Operations Manager who will advise the School Business Manager.
- All users to arrange for their own Public Liability insurance as required, and any licences required for the activity.
- Maximum numbers permitted to occupy to be strictly observed.
- No cigarettes or tobacco to be sold on premises.
- Alcohol will be considered on a use-by-use basis. If agreed, a licence for the sale of alcohol must be produced.
- No smoking on premises.
- No dogs or animals (guide dogs exempt) unless letting specific to training / display of animals under controlled conditions.
- Public image of school must not be tarnished by any use by any hirer.
- Any organisation accessing the school premises out of hours must have the necessary safeguarding arrangements in the event of children or vulnerable adults being brought on site.

3. Practice

- To be administered by the Operations Manager. Invoicing and all payments to be controlled by the Site Manager.

- All casual lettings to be invoiced and paid 4 weeks prior to commencement of letting.
- All regular lettings to be invoiced and paid monthly in advance.
- Marketing plan to be developed to increase usage and generate further income.
- For casual lettings, a deposit of £500 will be required and withheld in part or full to cover any damage or other additional costs incurred or late cancellation, otherwise to be repaid within 30 days of hire. The deposit will increase to £1000 in the event that permission for alcohol is granted.
- For regular lettings, as surety against damages, a deposit to be collected sufficient to match excess in the school's own insurance cover (currently £500.00). Deposit to be refunded after satisfactory first term of use.
- Nuisance clause in lettings agreement refers to protection of neighbours, noise, parking, litter, animals, type of activity, etc. with possible forfeit of deposit.
- Cleaning arrangements to be made to ensure building is ready for the next school day.
- Lettings agreement to be clear and simple.
- Level of charges as agreed annually by Governors.
- Facilities staff will remain on site during the whole period of letting.
- Lettings generally restricted to general classrooms, Main Halls, Sports Hall and grounds.
- All Health & Safety requirements to be observed.
- Administrative arrangements to be concise and monitoring arrangements simple.
- Regular lettings may only be confirmed after the issue of the appropriate academic calendar. User to be advised school need takes precedence.
- All lettings must be covered by the completion and return of the Hirers Agreement prior to commencement of letting.

4. Monitoring

- The Governors Finance & Asset Management Committee will be advised annually in the autumn term of the financial year, of take up and regular users, together with total income generated.
- Scale of charges to be reviewed annually in June/July, by Governors Finance & Asset Management Committee.

*Reviewed Summer 2019
Next scheduled review date: Summer 2021*