

# **Grasmere Primary School**



## **Lettings and Hire Policy March 2021**



## **GRASMERE PRIMARY SCHOOL LETTINGS AND CHARGING POLICY**

### **1. INTRODUCTION**

The Governing Body recognises the role of the school within the community and welcomes the use of the School's premises for a variety of community and leisure purposes.

Use of the school premises by the school or on behalf of the school (e.g. PTA or FROGS) are not subjected to the charging elements of this policy.

Copies of Condition of Hire and Hire of School accommodation paperwork will be sent with the application form to the Hirer when the initial enquiry is made.

### **2. CATEGORIES OF LETTINGS**

The use of the school premises is divided into the following two categories:

- i. Community and Leisure (e.g. out-of-hours child education, out-of-term time clubs, adult education, community organisations)
- ii. Private (e.g. private tutoring, wedding receptions)
- iii. Commercial (for use by commercial organisations, e.g film making)

### **3. AVAILABILITY OF PREMISES**

Designated areas within the school are available for hire unless required by the school.

### **4. CHARGES**

- i. The Governing Body reserves the right to make a charge for the use of the school premises. The Charge will vary according to the category of the letting as laid out in Appendix A.
- ii. Charges for administrative services (e.g. photocopying and printing) will be due as per the rate card.

### **5. VAT**

VAT is not chargeable.

### **6. APPLICATION PROCEDURES**

- a) Application forms are available from the school and they should be submitted to the Business Manager at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks notice should be given. The person signing the Hire of Accommodation Application Form will be considered the 'Hirer'. The Hirer will be required to return all completed copies of paperwork to the school before a booking can be accepted. The booking acceptance will be confirmed by Business Manager.

- b) All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves right to:
- Refuse applications without giving a reason
  - Have a representative present at any function
  - Terminate any activity not properly conducted
- c) Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed, payment must be made to the school, prior to the use of the premises. In the case of a regular booking, payment will be required at the end of each term.
- d) No organisation or group letting school facilities may sub-set to other groups or individuals.
- e) Any group or organisation hiring school facilities where children will be attending must ensure that key adults responsible for supervising child have full DBS Police checks in place.

The governing body will review the policy annually.

Policy agreed March 2021   Review date November 2022

Signed: \_\_\_\_\_ Headteacher   Date: \_\_\_\_\_



Signed: \_\_\_\_\_ Chair of Governors   Date: 03/03/2021



## Appendix A – Charges, Community and private use

	Community Use	Personal Use	Commercial	Photocopying
<b>One room</b>				
<i>upto 2 hours</i>	£40.00	£60.00	£200	20p page
<i>after 2 hours</i>				
<i>each extra hour</i>	£20.00	£40.00	100	
<b>Hall</b>				
<i>upto 2 hours</i>	£100.00	£100.00	400	
<i>after 2 hours</i>				
<i>each extra hour</i>	£20.00	£40.00	200	
<b>Playground</b>				
<i>upto 2 hours</i>	£100.00	£100.00	400	
<i>after 2 hours</i>				
<i>each extra hour</i>	£20.00	£40.00	200	

### Note:

All lettings will require a deposit equivalent to 1 hour's charge to cover the eventually that:

- Extra cleaning is required in order to return the hired area to a satisfactory state.

or

- Chargeable breakage(s) occur.

This money will be used to offset the cost of cleaning and/or repair. Any unused money will be returned to the Hirer.