

# ALETHEIA ANGLICAN ACADEMIES TRUST



..... SCHOOL

## LETTINGS POLICY STATEMENT (FINANCE POLICY - APPENDIX B)

<b>Review Body:</b>	<b>Resources &amp; Finance/FGB</b>
<b>Leadership Group Responsibility:</b>	<b>School Business/Finance Manager</b>
<b>Type of Policy:</b>	<b>Statutory</b>
<b>Review Period:</b>	<b>Annually</b>
<b>Reviewed:</b>	<b>06 July 2021</b>
<b>Next Review:</b>	<b>Summer 2022</b>

### **Rationale**

The primary purpose of the School site and buildings is for the education of pupils attending ..... School. Public lettings during the school day are not considered appropriate, as groups of visitors onto the site are potentially disruptive to the educational environment particularly given the vulnerability of some pupils.

It is recognised that the school operates within the wider community. Its facilities should therefore be made available to local groups when this does not conflict with either the interests of its pupils or the work of its staff.

### **Policy Objectives**

It is the Governors policy that whenever it is reasonable and practical, use of the school's physical resources outside the school day be permitted by members of the local community. Lettings to local groups will be dependent upon payment of a fee and acceptance of terms and conditions set out in the Booking Application Form (Attached). The fees for a letting will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing etc) of the activity. Any profit generated by such lettings shall be used to benefit the education of pupils who attend the school.

School Fund raising and social events benefiting pupils and/or their families will normally be exempted from any charge.

All lettings are subject to authorisation by the Headteacher on behalf of the School Governors.

Notice of lettings will be made available to the Resources and Finance Committee/FGB.

### **Appendices**

- 1 Letting Application Form
- 2 Conditions of Letting
- 3 Enquiry Letter
- 4 Confirmation of Booking

**Date Approved by Governing Body:**

**Date for Review:**

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## ..... SCHOOL LETTINGS APPLICATION FORM

**Note to applicant: Before completing this form, please refer to the attached conditions.**

### Part 1 APPLICATION DETAILS

Facilities Required	Purpose of Hire	Day(s) of Week	Dates Required From To	Times Required From To

Name of applicant..... Telephone No. (Office Hours).....

Full postal address.....

Name of organisation.....

I personally agree to be responsible for the fees charged in respect of this letting and I will observe the regulations which I have read.

Signature of applicant..... Date.....

### Part 2 APPROVAL DETAILS

I recommend that this application is:

Approved / Not Approved

Comments:

Signed:.....(Business/Finance Manager)

Date.....

Date Site Manager informed:.....

For WEEKEND USE ONLY – complete the following:

Will the Site Manager or a Caretaker be required to be on active duty throughout the duration of the letting?

Yes / No

Comments:

### PART 3 FOR OFFICE USE ONLY

#### Basis of Charge

Facility Hired	Equipment	Hourly Charge	Weekly Charge	Yearly Charge	VAT	Total

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<b>Total amount to be invoiced:</b>					

## Conditions of Letting

### 1 Fees Charges (per hour) for the hire of facilities at the school are:

School Hall	£.....	Dining Hall	£.....
Training Room	£.....	Sports Hall	£.....
Other Sports facilities	£.....	ICT Classroom	£.....
Classroom	£.....	Caretaking/Cleaning to be advised	

A refundable deposit (up to £200) set in relation to the fee may be requested.

Fees will be reviewed each Spring Term for implementation in September.

- 2 **Damage** The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for reuse through damage caused by any person attending the function, whether deliberate or otherwise. The hirer must ensure they have their own liability insurance.
- 3 **Behaviour** The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by ..... CE Primary School, or any third party that results from any actions of any person organising or attending the function.
- 4 **Persons Attending** Only personal guests or members of the private organisation hiring the School facilities may be admitted to a function. Any person attending any function shall do so by way of a ticket paid for prior to the function, or by written invitation issued prior to the function.
- 5 **Maximum Numbers Attending** Health and Safety considerations restrict the School Hall to a maximum number of ..... people for any function. The ..... Room can facilitate up to .... people.
- 6 **Alcohol, Drinks & Smoking.** Unless a licence has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption if appropriate. Smoking is not permitted within any of the School buildings and grounds.
- 7 **Cancellation** The full fee will be payable if cancellation is less than two weeks before the event. The School has the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed on this booking form is likely to be broken, by any person attending any function or event, or connected with the function or event in any way.
- 8 **Insurance** The Hirer should provide the School with a copy of their own public liability insurance for all lettings.
- 9 **Rooms & Equipment** It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found.

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**10 Staffing** The Hirer shall admit any member of School staff to any function to ensure that the conditions of this booking are complied with.

Address

Date

Dear

Thank you for your recent enquiry regarding the booking of the ..... at  
.....School.

I have enclosed a formal booking application form, which I would ask that you complete and return to me as soon as possible in order that I can confirm the dates you require are still available.

Should you require additional information or I can be of any further assistance please do not hesitate to contact me.

Yours sincerely

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Address

Date

Dear

## Confirmation of Booking

Thank you for returning the Letting Application Form.

I can confirm that the dates you require are available and I have reserved the ..... for you as follows:

Date(s) Required

Time:                      From:    To:

This facility will be charged at a rate of £..... per hour.

Before the start of your function/event please familiarise yourself with the location of the following:

- Emergency Exits
- Fire Alarms
- Nearest Telephone
- Nearest First Aid box

The Site Manager/Caretaker is ..... and can be contacted in an emergency out of school hours on .....

Yours sincerely