



The Axe Valley Community College

Lettings Policy

**This policy was adopted by the Governing Body of
The Axe Valley Community College**

9 March 2015

The policy will be reviewed Spring Term 2016.

THE AXE VALLEY COMMUNITY COLLEGE

LETTINGS POLICY STATEMENT

ADOPTION

The school governors at their meeting on 9 March 2015 adopted the lettings policy and the scale of charges as attached.

Policy Objectives

The governors adopt and endorse the County's Lettings Policy and recognise the principles therein, namely:-

1. that school premises represent a significant capital investment and should be fully utilised;
2. are a valuable community resource;
3. educational usage, education premises constitutes a natural priority;
4. that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

The governors reserve the right to refuse or terminate any lettings at their discretion.

Priority Usage

The governors have adopted the following categories of priority user:-

1. statutory users;
2. designated users;
3. private users.

The governors have applied in each case the definitions identified in the Devon County Council lettings policy document BR11.

Application for Designated Status

The governing body have reserved the right to determine those organisations additional to those who have already been so determined by the county council, which may have designated status. The governors will review this list each year in September for the purpose of deciding whether designated status is still appropriate. At other times of the year applications for designated status will be dealt with by the governing body on 'an as and when' basis.

Categories of Designated and Private User

The governors have decided that for the purpose of charging there will be 4 categories of designated user.

These are

- (i) within a school, the school's own activities
- (ii) community education programmed activities
- (iii) other community activities
- (iv) usage by the Education Department for its purposes other than those already specified above

The governors have decided that for the purpose of charging there will be one category of private user.

This is those who are not statutory or designated users.

Definitions of user groups

See Devon County Council's lettings policy document BR11.

Conditions of Hire

The governors have adopted the standard Devon County Council account of hire.

Administration of Lettings

General

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the Finance Officer.

Variations

No member of staff is allowed to vary the terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the governors published charging policy.

Lettings Documentation

All formal hiring of the school premises, including those for which no charge is made shall be properly documented. All hirers **must** complete a Form Let 1 and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

Scale of Charges

In arriving at their scale of charges the governors have followed the following principles:-

1. that statutory users will be charged an amount commensurate with cost recovery;
2. that designated users will be charged no more than cost;
3. that private users will be charged on a cost plus an income margin for the school;
4. that there will be parity of treatment for similar users;
5. that overall the cost of letting school facilities will be recovered from users.

For the purpose of charging the Headteacher and the School Business Manager are empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges form Appendix 1 of this policy document

Discounts

These form part of the scale of charges (Appendix 1) and are the only permitted variations to the standard charges.

Value Added Tax

Value added tax will be added to all transactions where appropriate.

Minimum Charges and Deposits

The minimum hire period will be (2) hours

The governors reserve 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.

Cancellations

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 1.

Payment Methods

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm. Cheques or cash are both acceptable but cheques should wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued.

Extension of Credit

The governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official county Council invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Governors have chosen to delegate the approval of credit facilities to the Finance Officer who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

Security

The Governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegated power to the headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

Hirers Responsibilities

Hirers have the following responsibilities:

- 1. To comply with all reasonable requests from the College in relation to Child Protection procedures.**
- 2. If a hirer regularly hires a College facility (regular is defined as 4 or more times in an academic year) which involves children, young people or vulnerable adults then the person responsible for hiring and your staff/helpers will need to undertake a vetting procedure involving a DBS check. Please contact the School Office for details.**
- 3. Be aware of the College's Safeguarding procedure in terms of how to report any concerns that arise as a result of being on the College premises.**

Review of Policy

The Governors will review the policy each year and the scale of hire charges for the forthcoming year will also be reviewed and updated.

Last Reviewed: March 2015

**THE AXE VALLEY COMMUNITY COLLEGE
APPLICATION for HIRE of SCHOOL PREMISES
DETAILS OF HIRER**

Name of Organisation or
Hirer

.....

Name of Responsible
Officer

.....

Address of
Hirer

.....

.....Post Code

Position of Organisation

.....

Contact Phone Number(s)

.....

I wish to hire the premises as detailed in the attached quotation.

I have received a copy of the conditions of hire and I agree to abide by them.

I agree to pay all charges that may be due.

I acknowledge that my attention has been drawn to the requirement of having at least £5m of insurance cover for Public Liability.

I acknowledge that my attention has been drawn to the requirement to comply with the College Child Protection Procedures (please refer to College Website).

*I can confirm that the use of the premises will not include the playing of pre-recorded music. **Yes/No**
(Please circle as appropriate)

NB: If you have circled **No**, under the terms of clause 17 and 19 of the lettings policy, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre-recorded music before this letting can be approved.

Signature of

Hirer: Date:

.....

Letting Agreed on behalf of the Governors by:

Name: Designation: Date:

Office Use:	Quotation Ref:
Total Charge	Caretaker Advised
Receipt No	Payment Date

Please contact The Axe Valley Community College for our hire charges.