
Manor Park

Primary School



Lettings Policy

Date of Last Review: November 2016

Reviewed by: Governors

Agreed by Governors: November 2016

Shared with all Staff: November 2016

Frequency of Review: 3 years

Date of Next Review: November 2019

Chair of Governors: Sarah Leigh

Email: s_leigh@manorpark.coventry.sch.uk

Vice-Chair of Governors: Matthew Potts

Email: m_potts@manorpark.coventry.sch.uk

MANOR PARK PRIMARY SCHOOL

LETTINGS POLICY

The policy of the Governors is that the school should seek to maximise income generated through the promotion and hiring of facilities. The Governors are committed to a community development programme which includes access to school facilities by the community in its broadest sense, i.e. staff, parents, pupils, local residents and groups, school linked organisations.

The school premises will be available for lettings from Monday to Thursday evening inclusive. The rooms and grounds are not available on Friday evenings or at weekends except by prior reference to the Premises Sub Committee or for direct use by the School or PTA. **All evening lettings will finish by 9.00 p.m.**

The rooms available are:

Upper Hall (additional charge for the use of the stage)

Lower Hall

Dining rooms

Community Room

The delegated budget should not subsidise the costs of letting. It is the policy of the school to ensure that the cost of credit/ bad debt be kept to a minimum commensurate with the nature of the business by frequent monitoring and in accordance with the Council's Financial Regulations, specified within the LMS Scheme. Payments should be made in advance unless prior written permission is obtained.

The school's hiring practises should be kept under annual review to ensure that the building is economically used and by hirers of a reputable character in accordance with the City Council's Lettings guide-lines. The school's premises will not be let to any persons under 18 years of age or to any organisations with an unlawful or extremist background i.e. National Front and British National Party.

All hirers must be familiar with, and adhere to the school's Conditions of Hire. (Appendix1).

An annual booking form will be sent out to be completed, signed by the hirer and the school and returned to the school.

All potential hirers must meet the requirements contained in the Safeguarding Children In Education Organisation Compliance form. (Appendix 3)

It is the responsibility of all hirers to make sure they meet the school's Safeguarding practices and to ensure that all of their members who have responsibility for children within their organisation are suitably checked and vetted.

It is the responsibility of the organisation hiring parts of the school to ensure that they take suitable measures to ensure the safety of the school, its buildings and site and its property. This includes controlling access and departure from the parts of the school they hire, including keeping all external doors closed when not in direct use, and using only the parts of the school that have been hired plus those toilet and cloakroom facilities that have been identified for their use. These will be shown to the group by the Site Officer at the time of the first hiring.

All groups hiring any of the school's buildings must comply with the school's Health and Safety policies and procedures. These include no smoking on any part of the school site.

Failure to comply with any part of this policy or the agreement will result in a written warning to the group and the possible removal of the right to hire and use the building.

The Lettings policy and charges should be reviewed annually.
Lettings charges are attached as Appendix 2

Procedure

The arrangement for the day to day management and approval is delegated to the Headteacher.

Credit facilities will not be given. Payments should be made in advance.

Invoices should be issued monthly. The Headteacher should be informed where accounts have not been settled.

In the event of non-payment, the hirer should be contacted and where necessary, access will be refused until payment is made in full.

Where payment is not made, Headteacher to initiate recovery procedures/ write off procedures in accordance with City Council Finance Manual Procedure.

The authority and process for the write off of debts shall be:-

- up to £250 - Headteacher with report to Governors
- £251-£1,000 - Board of Governors approval
- Over £1,000 - Board of Governors and the City Treasurer

Governors
November 2013