



**ST LUKE'S CATHOLIC PRIMARY SCHOOL**

**LETTING & CHARGING POLICY**

**2024-2025**

**Review Date: September 2025**

## **ST LUKE'S CATHOLIC PRIMARY SCHOOL**

### **LETTING AND CHARGING POLICY**

#### **Introduction**

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

#### **Definition of a Letting**

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group or a commercial organisation". Priority will be given to community lettings.

A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings, PTA activities and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

#### **Charges for a Letting**

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

The specific charges will be reviewed annually, during the Summer term, by the Finance committee and submitted to the full Governing Body for approval.

The revised charges will be implemented from the beginning of the Autumn Term.

### **VAT**

In general, the letting of rooms is exempt from VAT unless there is equipment in the room which is the purpose for the hire of the room.

### **Management and Administration of Lettings**

The Headteacher is responsible for the management of lettings, in accordance with the School's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with members of the Governing Body. Appeals on refusals will be submitted to the Governing Body.

### **The Administrative Process**

Organisations seeking to hire the school premises should approach the **School Bursar** who will identify their requirements and clarify the facilities available. A Lettings Hire Agreement form should be completed at this stage. The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

The Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. The procedure for invoicing and recording lettings is dealt with in the Manual of Internal Procedures.

### **Public Liability and Accidental Damage Insurance**

The Governing Body has arranged appropriate public liability insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. A pro-rata cost of the insurance premium will be included in the hire charge unless the Hirer produces an appropriate certificate of insurance cover as detailed below. **The certificate of insurance must be produced before the letting can be confirmed.**

If a Hirer has their own insurance it must be public liability insurance that covers all their legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million.

Neither the school, nor the Local Education Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Signed: .....  
Chair of Governors

Date: .....

**LETTING CHARGES**

AREA	GROUP	COMMUNITY USE Rate per session	COMMERCIAL USE Rate per session

Rates include the costs of the Caretaker’s services, heat and light, together with an allowance for wear and tear.

POLICY REVIEWED	DATE September 2024
Full Governing body	

Lettings/hiring charges are based on five categories. These categories are for general guidance. The Governors may, at their discretion, add further users within the appropriate categories.

### **Group A Use**

The following qualify for free letting:

- a) All school events (parent consultations, governors meetings, performances, fundraising etc)
- b) Parent Forum meetings and functions. The school expects the rooms used to be 'left as found'.

### **Group B Use**

- a) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if no admission charge/non profit making).
- b) Parent Forum meetings and functions. (when there is an admission charge for fund raising purposes).

### **Group C Use**

- a) These lettings are for those who book on an occasional basis. The person/group hiring is non-profit making, but they may be fund-raising.
- b) These lettings are for those who book a room/space on a regular basis; i.e. once a month/week. The person/group hiring is non-profit making. It is intended for community groups/Church Based Groups (if an admission charge is made/profit making)..

### **Group D Use**

These lettings are for private and commercial groups. The person/group may be charging a fee to the public in order to make a profit. The charges will be at the discretion of the Governors according to the individual requirements of the hirer.

### **Extraordinary Lettings**

School Holiday lettings, whole/large part of the school. Special charges will be fixed at the discretion of the Governors.