

Bramingham Primary School



Lettings Policy

Reviewed September 2017

Review Date September 2018

RATIONAL:

We believe that the school premises should be used by the community to the full within the constraints of

Preservation of the premises for their main educational purpose; reservation of maintenance schedules;
Availability of appropriate staff eg Site Agent, Assistant Site Agent or “locum”
The proper and safe use of the building.

We believe that the provision of facilities at fair and competitive rates will enhance the image of the school in the community.

POLICY:

The Governors will be guided by the recommended rates for hirers, and may use their discretion to vary fees to different hirers.

The Governors will seek to ensure that hirers are given courteous and efficient service.

The Governors will seek to increase the income of the school from hiring fees for the benefit of all children.

At no time will the governing body subsidise lettings from the school budget. The Friends of Bramingham Primary where it provides entertainment exclusively for children, e.g. Discos will receive an invoice for a nominal amount as instructed by audit. The Friends of Bramingham Primary may use the premises for Committee Meetings free of charge when the building is in use for other purposes, providing that there is no clash of interest.

The use of the premises by the School should take precedent over the interests of outside hirers though every effort will be made to meet the hirer’s needs.

The income from the lettings will be paid into the budget via the Luton Borough Council Nat West Account.

LETTINGS PROCESS

Enquiries:

- Identify type of letting
- Check availability of Site Agent
- If not available contact Head
- Decide on costings
 - must cover cost of Site Agent
 - wear and tear of building
 - consider nature of letting when determining cost i.e. for children in community, private company etc
- Agree session cost with Head
- Work through checklist
- Organisations using our premises are required to provide a safeguarding policy. This is now included on the checklist when setting up lettings.
- Inform governors on a regular basis
- Make sure letting is written in diary
- Form with name contact number and address
- Duration of lettings eg number of sessions length of session and date expected to start
- Viewing date, time and with whom
- Any need for accessibility re disability extent under DDA per the disability equality scheme (DES)

Once viewing has been undertaken then establish:

- Contact for all the above that has been agreed upon
- Raising of invoice and how to be paid
- Ensure invoice is raised at the first date of the letting by bursar
- Once payment is received check if customer is happy with facilities

Problems/Disputes process/Termination of Lettings

- Received in writing or email nature of issue
- Received and resolved-if not refer to Chair of Governors

- The School reserve the right to terminate a letting
- Termination must be in writing with a minimum of one month notice
- All transaction letters signed by the Headteacher
- Cancellation of a letting less than 24 hours notice to SBM via a telephone call to 01582 509272. This will not result in any refund
- Cancellation of more than 24 hours notice will result in a refund that is determined by the SBM as instructed by the Headteacher

This policy was approved by the Governing Body at its Committee meeting dated 26th September, 2017.

Signed.....Chair of Governors Date.....