



Cropredy C of E Primary School

School Lettings Policy

Date of Policy Document	26 th June 2020
Date Approved by Full Governing Body	7 th July 2020
Date of Review	September 2021



CROPREDY CE PRIMARY SCHOOL

SCHOOL LETTINGS POLICY AND PROCEDURES DOCUMENT

Introduction

The purpose of this document is to summarise the policies adopted by the Governing Body in order to discharge its responsibilities for the sound and effective letting of premises and facilities of Cropredy CE Primary School within the financial regulations, standing orders and schemes for the local management of schools issued by Oxfordshire County Council.

This policy document will be used in conjunction with the Financial Manual of Guidance (LMS). Compliance with this manual is mandatory and any contravention of procedures must be brought to the attention, in the first instance, of the Headteacher:

- Financial regulations for income generated in schools with delegated budgets;
- Control in financial systems and administration in schools – a guide to good practice;
- Local Authority Scheme for Financing of Schools, Section 5 of Section 48 of the School Standards and Framework Act 1998 (SSAF) see appendix 1

Financial Standards

The governing body is able to approve the occasional use of the school and retain any income generated from this use. Non-occasional lettings use is agreed with the knowledge OCC subject to the approval of the Headteacher. Cropredy CE Primary School may also cross subsidise lettings for community and voluntary use with income from other lettings, provided there is no net cost to the individual school budget share.

Income generated from lettings is paid into the public funds of the school and included in the annual budget statement approved by Oxfordshire Local Education Authority.

Cropredy Primary School is liable for any additional costs and responsible for any arrangements associated with external use of their premises to include:

- Arrangement for appropriate levels of insurance cover;
- Necessary licence provision as appropriate;
- Repair and maintenance of the facilities.
- All risks are reviewed annually to ensure that cover is adequate.

Rates of hire of premises and facilities of Cropredy Primary School are reviewed on an annual basis to ensure the effective management of lettings ensuring that external use of the school premises does not create a net cost to the school budget share.

Hirers may choose to hire more than one facility on the same occasion. Rates of hire of additional facilities on the same occasion will be negotiable.

Current rates and conditions of hire are notified to the Hirer on the booking form completed prior to use of the premises. All use of school premises are subject to the agreement of the Headteacher prior to use. (See appendix 1)

Appendix 1

Copy of Hire Booking Form

RATES OF CHARGES AS FROM SEPTEMBER 2020

Facilities	Hourly Rate
Main Hall or classroom:	
Community Use, non-profit making	£12.00
Community Use, profit making	£15.00
Non-community use, non-profit making	£17.50
Non-community use, profit making	£25.00

The above hourly rates will be subject to an additional charge of £7.50 for hire on Sundays and bank holidays.

Outdoor Facilities	Rate per session/match
Football pitch	£15.00

Unlocking and Locking-Up Charge

If required, caretaking costs of £16.00 will be levied for each rental.

Hirers may choose to hire more than one facility on the same occasion. Rates of hire of additional facilities on the same occasion will be negotiable.

Hirers are requested to make firm applications for hire and submit payment with the official booking form at least 21 days prior to commencement of their booking to the School Business Manager. Hirers are advised not to make any further arrangements regarding their booking until the booking has been confirmed.

Cheques should be made payable to OCC.

Cancellation Arrangements

Should the hirer wish to cancel any hire arrangements, the following scale of charges shall apply:

Period of Notice	Amount
15 days or more	10% charge
8 - 14 days	50% charge
0 - 7 days	No refund

Insurance

Hirers of Cropredy CE Primary School premises are required to possess Third Party Insurance cover in respect of the hirer's liability to the public and their liability to Oxfordshire County Council with a limit of indemnity of at least £5,000,000. A copy of the certificate of insurance must be provided to the School before the booking takes place.

Hirers that do not possess individual insurance cover must take out insurance arranged by Oxfordshire County Council at an additional charge of 10% of the hire fee. This insurance will provide the hirer with indemnity for all sums up to a maximum of £5,000,000, which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illnesses to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of the premises. There is an excess payable by the hirer for each claim.

Hire of school premises are not generally subject to VAT. Halls and classrooms used for educational purposes are exempt. **Hire of sports facilities normally attract VAT, however extended hire of sports facilities exceeding 10 bookings will not attract VAT.**

Cropredy CE Primary School

BOOKING FORM

Cropredy CE Primary School is a No Smoking area. Hirers are asked to ensure their members respect this policy.

Name of Organisation:				
Type of Use:				
Name and Address of Person Responsible for Hiring			Contact Telephone Numbers: Home: Work:	
Type of Accommodation Required:				
Days and Dates of Letting:				

No. of Occasions	Times From	To	Hourly Charge	Charge
Hirers should note that facilities need to be vacated by the end of the booked letting time, to ensure the building can be secured.			Total Hiring Charge	
			VAT (if applicable)	
			Public Liability Insurance Fee 10% of Total Hiring Charge (if applicable)	
			TOTAL CHARGE	

I have read and undertake to observe Oxfordshire County Council's general conditions of letting and fire precautions (copy is obtainable from Cropredy CE Primary School) and to be responsible for making good any loss or damage to the premises or equipment of the school due to its use by me, and will ensure that the premises are left in good order.

In the case of public performances, dances, sale of alcohol (if agreed by the Governors), etc. I will accept full responsibility for ensuring that any necessary licence is held (if applicable) and all restrictions are observed.

Please tick as required:

I have arranged public liability insurance cover for a minimum of £5,000,000. I enclose a copy of the certificate of insurance and/or licence (if applicable).

OR

I agree to pay the additional fee for public liability cover arranged by Oxfordshire County Council.

Signed: Date:

I approve this hire on behalf of the Governors of Cropredy CE Primary School and confirm that any necessary licence and insurance cover are held.

Signed: Date: