

<b>Policy Title:</b>	<b>External Lettings Policy</b>	
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<b>Date of most recent review:</b>	Spring 2022	
<b>Date of next review:</b>	Spring 2023	
<b>School Mission Statement:</b>	Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.	

## Introduction

George Abbot School has a range of excellent facilities available to hire. As part of its commitment to support the local community, the School is pleased to offer facilities for sports, leisure, arts and educational bookings.

Priority is always given to School functions and then, to reflect its strong community focus, to educational service users who use the School.

If the Lettings Administrator has any concern about the appropriateness of a particular request for a letting, they will consult the Business Manager who has the authority to determine the issue on behalf of the Governing Body. The School reserves its right to refuse any booking at its discretion.

It may take into account, but is not restricted to or limited by, the following factors:

- Synergy with the School's mission statement and purpose
- Any potential damage to the School's reputation
- Risk of damage to the School's facilities
- Disruption to the School
- Commercial viability
- Availability of staff

## Responsibilities

Overall responsibility for external lettings is held by the Governing Body which monitors the policy through the Finance and Resources Committee. The Headteacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is delegated to the Business Manager in liaison with the Lettings Administrator.

### Lettings Administrator responsibilities

- To manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned.
- To maintain accurate records for enquiries and bookings.
- To confirm bookings in writing and issue contracts.

- To monitor school diary to ensure lettings do not clash with school activities.
- To maintain a shared calendar of bookings.
- To maintain contact with hirers.
- To inspect insurance documentation.
- To consult with the Premises Manager, Finance Officer and other relevant Departments.
- To raise invoices and keep track of payment.
- To advise the SBM of any outstanding invoices.
- To liaise with the Business Manager regarding the approval of new lettings.

#### Premises Manager responsibilities

- To work with the lettings administrator and monitor the shared calendar of all lets
- To book Caretaking Staff for lets.
- To organise cleaners when necessary.
- To keep the Business Manager informed as necessary.

#### Caretaking staff responsibilities

- To ensure facilities are as required by hirers.
- To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To keep Premises Manager informed as necessary.

#### Charging rates

Charging rates are reviewed annually by the Lettings Administrator and approved by the Business Manager, in consultation with the Headteacher, every year. Hirers will be given at least half a terms notice before any increase is made. Lettings and income are reviewed annually to ensure commercial viability.

#### VAT

If the facilities are let for a series of sessions then the supply may be exempt and no output VAT should be charged. However, there are numerous conditions that need to be met, the most important being:

1. At least 10 sessions must be booked
2. It must be paid for as a whole
3. The person to whom the facilities are let has exclusive use of them during the sessions.

#### Payment of Caretakers

Payments to Caretakers for lettings are generally in line with guidelines set out in the Surrey County Council LMS Finance Manual section M – Community Use of Schools. The School does however reserve the right to vary this practice in exceptional circumstances, such as where multiple lettings occur on the same night. In such instances, matters such as the number of rooms used, their location on the site and the timing of the individual lettings are

considered. Such situations are reviewed in advance by the Lettings Administrator and authorised by the Business Manager.

### **Safeguarding**

Any lettings taking place prior to 5pm or involving activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, are required to confirm that they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Criminal Record Bureau checks. The School reserves the right to require the production of evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring.

All hirers are required to familiarise themselves with the school Child Protection Policy along with the Terms and Conditions of lettings. Proceeding with the letting constitutes agreement to abide by these terms.

### **Health & Safety**

Hirers are asked to confirm they are aware of evacuation procedures and who to contact in case of an emergency. Details of these procedures are available on the School website. It is the responsibility of the Hirer to provide their own medical supplies. No first aid kits are available at the school for the Hirer's use.

### **Insurance**

Hirers must confirm they have taken out a minimum of £5,000,000 public liability insurance with a reputable insurer or adequate security.

**Rates (currently under review)**

	Facility	Hourly rate (exc. VAT)
<b>OUTDOOR</b>	All Weather Pitch – Mon – Thu Fri, Sat, Sun	£49.00 £45/ hr
	Tennis Court	£10.25
	Netball Court	£10.25
	Playground	£10.25
	Field	£10.25
	Remote sports field	£10.25
<b>INDOOR</b>	Conference Room	£41.00
	Sports Hall Lounge	£41.00
	Fitness Suite	Price on Application
	Hall	£25.50
	Gym	£20.50
	PA1	£20.50
	ECR	£20.50
	Classroom	£15.00
	Practice Room	£7.75
	Changing Rooms	Price on Application
	The Vault	£15.35
	Drama Studio	£25.50