



LETTINGS POLICY

Review Date: September 2019

Lettings are in two categories.

- i) For specified users i.e. County Council Policy
- ii) For other users for which Governors determine policy and establish appropriate charges.

The management of all lettings is the responsibility of the Governing Body whether the budget is delegated or not.

The specified categories of user are:

- **County Adult and Youth Services**
- **W.E.A.**
- **Nottingham\Hull Universities**
- **Registered Youth Groups**
- **County Orchestra**
- **Education Department Officers**

Schools are required, prior to 1 June each year, to give priority to the above categories of user for booking accommodation in the following academic year. Once that date has passed, heads of establishments may accept other bookings.

Governors **cannot** spend money from the school's budget on any business to do with lettings. Any proposed lettings subsidies must come from letting income. Lettings income is credited to the school's budget.

All lettings use a Lettings application form. The hiring period should include preparation and clearing away time.

The applicant is advised of the amount due via a permit. Payment is collected at school. All lettings are entered into the school diary.

Lettings Permits form advises date, time facilities available and the cost.

Discounts can be given for block bookings. Payment can be paid direct into the school bank account or cheques should be made payable to The Spalding Monkshouse Primary School.

The school copy should be used for administration and audit purposes

- put reference no onto this copy
- the receipt no should be recorded
- to monitor payment by instalments

A receipt should be given for every remittance.

The charge for lettings should be as specified for the County Council users in the Scale of Letting Charges (premises handbook, section C).

The charges for other users have been determined by the Governing Body to be 25% above those for the County Council Users.

Where a hirer wishes to change or cancel a letting, the request must be in writing.

The PTA will be allowed the use the school Free of Charge but should complete all necessary paperwork.

In the case of misunderstanding, disputes and similar problems the LA guidance is used.

The school is hired by the hour.

Price rises take effect from April 1st unless already agreed on a previous permit.

Signed _____ Chair of Governors

Signed _____ Headteacher

Date _____