

## **Fairisle Junior School**

### **Lettings Policy**

This policy is applicable to casual lettings only. It does not apply to full-time permanent lettings (i.e. those over 8 hours each week).

1. Lettings charges for non-community use should be determined by the school and must cover at least any additional costs incurred.

For example:

Where a letting ends at or before 5.00 p.m. in term time, the charge will be for the room only (see appendix for current list of charges).

Where a letting runs outside normal school hours, the cost needs to include all costs relating to heating, lighting and caretaking.

For all lettings running after 5.00 p.m., a minimum 30 minutes additional caretaking charge will apply. There will be a minimum block for caretaking time of 30 minutes. *This will apply to all circumstances including times when hirers/organisers of an activity have to remain on site with children because parents/carers arrive late to collect them. It should be noted that the hirer/organiser has sole responsibility for children on site until they are collected.*

Any additional necessary cleaning as a result of a letting will be charged in 30 minute blocks until completed.

2. All hirers are required to minimise, wherever possible, costs incurred by the school (i.e. wear and tear to the building and fittings, energy costs etc.)
3. All hirers must receive, sign and return a conditions of hire document, which has been approved by the governing body. The signature is regarded as acceptance of the hire conditions.
4. A diary of hire dates shall be maintained by the school as a full record of school and non-school events.
5. The notice of cancellation for any letting should be at least 4 weeks (28 days). Unavoidably incurred expenses are the liability of the hirer. There will be a sliding scale of charges made for cancelled lettings:

Hirers cancelling 4 weeks or more before the letting date shall be liable for 0% of the full hire charge.

Hirers cancelling more than 2 weeks but less than 4 weeks before the letting date shall be liable for 25% of the full hire charge.

Hirers cancelling more than 1 day but less than 2 weeks before the letting date shall be liable for 50% of the full hire charge.

Hirers cancelling less than 24 hours before the letting date shall be liable for the full hire charge.

6. All lettings should finish by 10.00 p.m.
7. All hirers must adhere to the safety guidance contained in the conditions of hire.
8. Equipment – School equipment may only be used with written permission from the governing body or delegated representative. Any damage caused to equipment as a result of the hire or its preparation/conclusion shall be the liability of the hirer. The governing body or its delegated representative shall decide if repair or replacement of any damaged equipment is required.
9. Restrictions Relating to Specific Activities – Section 6.8 of the Lettings schedule (Section 23) outlined in the LA Financial Practice and Procedures shall apply in full.
10. Invoices shall be raised promptly and invoice periods will be agreed between the governing body or its delegate and the hirer.
11. Single hire (small charges) should be paid in advance. Receipts will be issued and amounts paid recorded by the school.
12. The level of charge for lettings is to be agreed by the governing body in relation to the space/room to be hired. A standard charge will apply for individual rooms. Charges are to be reviewed annually. Any profit is for the school to decide how it should be used. Combined hire of rooms will incur a charge for each space/room required.
13. Guidelines for subsidised use must be adhered to. Failure to comply may lead to the termination of a letting arrangement.
14. Guidelines on the levels of lettings charges for community use will be as per those in Appendix 23B in the Manual of Financial Practice and Procedures:
  - a) Lettings for school activities with the approval of the headteacher, exclusively for pupils with a teacher employed by the LA present throughout the whole period of use and supervising the activity personally, staff, governors and parents meetings, social events for pupils, staff and PSA meetings and functions:

No charge.

- b) Lettings for council use: Standard charge
- c) Lettings for adult education, youth and other clubs and city/county organisations (e.g. sports associations and orchestras): Standard charge
- d) Lettings for community groups for young people under 18, the aged, people with disabilities and non-profit making registered youth group members: Charge negotiated with Head Teacher
- e) Lettings for adult community groups and non-profit making organisations: Standard charge
- f) Lettings for INSET, teachers' meetings (excluding the school's own INSET and staff meetings) and other LA meetings (e.g. governors' forum): \*Standard charge

\*However, should training costs for Fairisle Junior staff outweigh the standard charge, the headteacher may waive the charge.

15. Catering facilities – These are the responsibility of the city council catering officer and under terms of the catering contract, the contractor has sole use of these facilities for the provision of school meals.

A lettings procedure is however in place to enable a limited use of the servery. Guidance on the contractual, hygiene and health and safety obligations covering lettings of the servery are available from the school.

The charges and accounting procedures for crediting income for the letting of the servery to the council catering officer (not the school) are contained in section 34 of the Manual of financial practice and procedures (School Catering Services)

If the school organises additional caretaking in conjunction with the letting of the servery, the school will charge for this and the income be retained by the school.

## **Appendix to Lettings Policy: List of charges as at May 2018**

### **Standard charges (per room/space for each session of 60 minutes)**

- Hall £20
- Playground/Field £20
- Hall/Playground/Field £30
- Hall/Playground/Field/classroom £40
- Classroom £15

Fixed price for equipment owned by Fairisle Junior School used on school premises £10 per day

These charges will be reviewed annually by the Governing Body.

# Fairisle Junior School

Fairisle Road  
Lordshill  
Southampton  
SO16 8BY

Telephone: (023) 8073 3415

Facsimile: (023) 8073

E-mail: info@fjsslive.net

Headteacher: Peter M Howard BA (Hons) NPQH

## LETTING AGREEMENT

**Between: Fairisle Junior School**

**And**

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I confirm receipt of the Lettings and Charges Policy of Fairisle Junior School  
and agree to abide by the policy and all appendices as ratified by the governing  
body.

Signed (on behalf of the hirer) .....

Full Name .....

Address .....

.....

.....

Contact Telephone Number .....

Date .....