

# Collaton St. Mary C of E Primary School

## Lettings Policy 2004/05

The public and private use of our school buildings is greatly to be encouraged and this policy sets out to cover at least all of the following major activity areas:

- ❖ Costing, depending on whether hirer is Statutory, Designated or private.
- ❖ Scale of charges
- ❖ Arranging a letting
- ❖ Charging the customer

### Policy Objectives

This policy aims to be consistent with guidelines issued by the LEA, but in broad terms the following will apply when considering a let:

- ❖ The aim should be to maximise the use of valuable property resources
- ❖ Educational use should take precedence over other activities, unless a statutory user requires the premises.
- ❖ The School Budget Share should not subsidise a letting of any kind and in the case of private lettings a profit may be made.
- ❖ All lettings must at the very least "break-even" although cross subsidies are allowed.

## Definitions of users

### Statutory Users

Usage laid down by a statute will not be frequent, but must be accommodated, at a rate to recover costs. The charging of a rent is prohibited by law.

The most common statutory use will be the use of premises for an election, but other statutory use could include official meetings of Parish or Parochial Church Councils.

In the case of an election there is a statutory duty for the premises to be made available should the Returning Officer require it. Under such circumstances the school may recover the following costs, and should not make a profit:

1. Additional cleaning and caretaking costs outside normal contracted hours, if early opening or late closing are necessary.
2. The cost of additional caretaker presence for security purposes, but only if necessary and incurred.
3. The costs of lighting and heating as appropriate depending on the nature and sophistication of boiler installations etc.

Similar uses also apply to for political meetings held in connection with duly declared elections, but please note that political meetings other than in the run-up to elections are not statutory usage and can be charged in the private user band.

## **Statutory users are defined as:**

### **Group A**

Collaton St. Mary PCC  
Collaton St. Mary Primary School Governors  
Collaton St. Mary Primary School PTFA meetings and events

The Governing Body have decided that no charges will be levied against our foundation church, Governors or PTFA.

The reason for this decision is that it is a response to the financial support given by these bodies in raising our 15% contribution to the cost of our new buildings from 2001. This will be reviewed annually and is subject to evaluation in 2015, when our financial commitment to the building ends.

### **Other statutory users**

#### **Group B**

Use as an election polling station  
Other emergency requirement  
Other situations as required

Normal cost recovery will apply

### **Designated Users**

The designated user group is probably the largest to use educational premises and grounds and as they are perceived to be the most valid extension of such premises it follows that charges should be set at the cost recovery point and not at levels which could deter such use.

Activities deemed to be designated use include the following:

1. Community Education Programmed activities - to include Adult Education Programmes, sponsored community work, youthwork sponsored by the Council and any partner voluntary organisation.
2. Other community activities e.g. approved playgroups, pre and post school groups (or private) courses for school-age children, any other groups which the Governors consider fall into this category, e.g. uniform groups such as cubs and scouts.
3. Usage by the Education Department for its purposes other than those already specified above.

### **Other**

#### **Private Hire**

Those who are not statutory or designated users will be Private users and an appropriate charge **to include a profit element** can be levied.

The Governors have decided not to let the premises for any private activity, which will involve the consumption of alcohol.

A licence will be applied for activities related to Collaton PCC, Governors or PTFA functions only.

## **Charges**

A published scale of charges should apply which should identify discounts and rebates for users and action to be taken in the event of late cancellation. Payment in advance should be the norm, particularly in the case of new hirers, although for established users it may be possible to allow credit. Consideration should be given to those circumstances where a deposit against additional cleaning costs or damages may be required.

## **Costing Methods**

Should be:

- ❖ Simple
- ❖ Reasonable
- ❖ Demonstrable

## **Costs to be recovered**

### **Basic**

- ❖ Open / Close Premises - in some circumstances a continuous presence may be required.
- ❖ Energy - Average costs or Summer or Winter weighted costs.
- ❖ Administration
- ❖ Cleaning - automatic or only if required.

### **Extras**

- ❖ Additional services
- ❖ Wear and tear