



Prince Henry's Grammar School

SPECIALIST LANGUAGE COLLEGE



LETTINGS & LETTINGS CHARGES POLICY 2018

To be reviewed in March 2019

Policy Objectives

The Governing Body of Prince Henry's Grammar School is committed to ensuring the efficient use of the school's premises and making them available for use by the local community. In doing so it recognises the following principles:

- (i) that school premises represent a significant capital investment and should be utilised as a valuable community resource;
- (ii) educational usage of our premises constitute a natural priority;
- (iii) that a profit margin is desirable when derived from commercial usage but this is not the overriding objective when facilitating education activity and community activity by recommended users.

The governors have the following additional policy objectives:

- (i) that expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget
- (ii) that school will seek to maximise income from lettings wherever possible
- (iii) that school will accommodate recommended lettings wherever it is economically viable to do so
- (iv) that school reserves the right to use its discretion to cancel/refuse lettings in such instances where they would not be economically viable or in keeping with the general ethos of the school

Delegated Authority

The governing body has delegated the authority to receive applications for lettings of a routine nature to the Admin Manager: Community Engagement and School Marketing, who will consult with the Headteacher, the Executive Officer - Site and Facilities and the Director of Finance and Business to accept/decline applications for hire of the premises.

This includes the authority to determine recommended status of any organisations in addition to those already identified in Appendix A.

Priority Usage

The governors have agreed the following categories of priority user:

- (i) Statutory Users
- (ii) Group A Local Community, not for profit (local under 18s groups);
- (iii) Group B Community Groups, not for profit (over 18s);
- (iv) Group C Commercial

Scale of Charges

In arriving at their scale of charges the governors have adhered to the following principles :

- (i) that statutory users will be charged an amount commensurate with statutory regulations;
- (ii) that Group A and B users will be charged no more than is reasonable to cover the costs to the school, including a margin for wear and tear;
- (ii) consideration has been given to subsidies being applied to some Group A and B users
- (iii) that commercial users should be charged at least cost, plus an income margin for the school if desired;
- (iv) that there will be parity of treatment for similar users;

For the purposes of charging, the Headteacher, the Executive Officer - Site and Facilities and the Director of Finance and Business are empowered to determine to which charging group any individual or organisation

belongs. The basis of charging will be determined by the type of organisation hiring the premises, the purpose for which the letting is arranged and the period of time when the letting taken place – as detailed in Appendix A.

The Governing Body have delegated to the Headteacher the right to work with the Executive Officer – Site and Facilities and Admin Manager: Community Engagement to negotiate with individual groups depending upon the specific circumstances of a letting.

Value added tax will be applied to all transactions where this is appropriate.

Remissions

The Governing Body reserves the right to use its discretion to remit or waive any charges, or part thereof, on the basis of a proposed hirer's circumstances as it sees fit. It has delegated this discretion to the Headteacher and Executive Officer – Site and Facilities using the following principles:

- (i) that there will be a parity of treatment for similar users
- (ii) that any decision to waive a charge will be subject to periodic review, at least on an annual basis
- (iii) that all decisions will be reported annually to the Governing Body
- (iv) that in the event of appeal or dispute the Governing Body retains the final power to decide on a waiver.

Conditions of Hire

- All prospective hirers are required to complete a booking form and to comply with the Conditions of Hire document attached to the form.
- All hiring of the school's premises, including those for which no charge is made, shall be properly documented. All hirers must complete a letting agreement before hire of the premises commences.
- All hirers having completed a letting agreement will receive a copy of the conditions of hire and will hold a legal hire agreement. The hire agreement is a contract which the governors may enforce at law.
- Hirers are responsible for damage to premises or property which occurs during or as a result of their letting and must ensure that appropriate supervision arrangements are in place for activities held in buildings or grounds.
- The school maintains insurance cover for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of the hirers and external organisations must have third party liability insurance cover, unless specifically agreed by the school in writing and covered by the school's policy.
- A copy of a valid insurance policy must be submitted with any application to use the school grounds or premises.
- Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises or grounds.
- No smoking is permitted by individuals hiring the school premises.
- Consumption of alcohol by individuals hiring the school premises is not permitted unless the Headteacher has given permission for an occasional license to be obtained. It is the responsibility of the hirer to ascertain licensing requirements and to ensure that all relevant requirements are met and observed.
- Where hirers use equipment that is the property of the school, the Headteacher/Executive Officer - Site and Facilities shall satisfy themselves that the hirer is capable of using such equipment

Administration of Lettings

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to receive applications for lettings of a routine nature to the Admin Manager: Community Engagement and School Marketing, who will consult with the Headteacher, the Executive Officer – Site and Facilities and the Director of Finance and Business to accept /decline applications for hire of the premises.

Security / Safeguarding and the Prevent Duty

The governors are mindful of their responsibility to protect the Prince Henry's Grammar School Foundation's assets and safeguard young persons and vulnerable adults using school premises. With regard to security of assets governors would normally insist upon continuous caretaking presence in view of leaving the school vulnerable to theft or damage. However they reserve the right and delegate power to the Headteacher to make variations where in his/her judgement continuous caretaking presence is not justified. With regard to safeguarding, governors agree to procedures included in the conditions of hire document.

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.

All hirers must state the purpose of the hire. Each application will be vetted and any concerns will be reported to the Headteacher or Executive Officer: Site & Facilities prior to approval.

When determining whether to approve an application, the Headteacher or Executive Officer: Site & Facilities will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school.

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Headteacher, balanced or outweighed by freedom of expression or artistic merit).

The Executive Officer: Site and Facilities will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the school will contact the police, who will remove the person or group from school premises.

Adoption and Review of Policy

The Governing Body have adopted this lettings policy and the scale of charges attached at their meeting on 27 March 2018.

The governors will review the policy and the scale of hire charges for the forthcoming financial year in March each year.

Signed.....
Chair of Governors

Date.....

Appendix A

Group A Users

All organisations must be voluntary and non-profit making. Those organisations that will be considered as Group A Users must meet the following criteria;

- all adults involved with the organisation should be employed in a voluntary capacity and not receive any payment/salary for their time/work **(excluding registered voluntary organisations)**
- any income from subscriptions collected should only be to cover the running costs of the organisation such as insurance, CRB's, travel and subsidiary expenses, hire fees and purchase of essential kit and equipment

Any organisation not meeting the above criteria will be considered either a Group B User (local community organisation, over 18s) or a commercial organisation and Prince Henry's will set its own charges that will be a minimum of cost recovery, examples are;

- operating in a business capacity
- limited company
- charging competitive fees for tuition or admission
- income collected results in the retention of profit and/or equipment that can be considered as a resalable asset

<u>Category</u>	<u>Examples of groups included and any specific criteria</u>	<u>Type of activity covered</u>	<u>Any activity not covered</u>
Voluntary holiday playscheme	Organisation must be registered with and receive grant aid through LCC.	Holiday playscheme for children only	Fundraising / social events / Adult committee meetings
Voluntary youth	Brownies / Guides / Rainbows / Scouts / Cubs / Beavers / majorettes / music, dance & drama clubs / art & craft / brigades / mixed activity. Term time only Monday to Friday.	Children's regular activity / training sessions	Fundraising / social event / Adult meetings / tournament assessments & grading / competitions / gala / religious teaching or observance.
Special Needs / disability	Gateway / social and activity clubs. Term time only Monday to Friday.	Groups with only registered disabled participants on roll undertaking an activity session.	Respite care Health / rehabilitation sessions linked to health or social care services / Fundraising / social events
Community groups	Neighbourhood watch / local campaign & environment, groups, historical societies / retired citizens activity clubs Term time only Monday to Friday	Regular activity sessions / committee meetings	Fundraising / social events

Under 18 sports	Any sport club affiliated to the relevant national governing body / achieved clubmark Term time only Monday to Sunday	Training sessions / fixtures and matches arranged between 2 single teams	Fundraising / tournaments / galas / competitions / social events / assessments & grading / adult meeting / training / matches.
Supplementary schools	Any school registered with Leeds City Council learning communities team and working towards the national chartermark Term time only Monday to Sunday	Supplementary education for children in either mother tongue languages / culture or national curriculum	Religious teaching or observance / fundraising / social events
Parish councils	Any registered parish council Term time only Monday to Friday	Committee meetings	Fundraising / social events
Political parties	Any branch of a nationally registered party Term time only Monday to Friday	Committee meetings	Fundraising / social events / campaign meetings for election candidates
Registered Voluntary Organisations	Any organisation that is a registered charity and provides a charity registration number, or evidences that it operates in a charitable manner. Voluntary organisations may pay the staff running the session but are entirely non-profit making. Many will be working in partnership with schools and clusters to deliver extended services and community activities Monday to Sunday term time only	Regular or project based activity / training sessions Partnership working with clusters and schools / extended services / wider community services	Fundraising / social event / tournaments / assessments & grading / competitions / gala / religious teaching or observance.

Appendix B - Schedule of Charges

Group A Users

(volunteer coaches – excluding Extended Services Hire)

Facility	Rates	
Main Hall (10 wks or more)	£25/hr £20/hr	
Lower Hall (10 wks or more)	£25/hr £20/hr	
Gym (10 wks or more)	£25/hr £20/hr	
Sports Hall (10 wks or more)	£30/hr £25/hr	
Classroom/Meeting room – 1 st (10 wks or more)	£10/hr £8/hr	
Each additional room	£6/hr	
Dining Area (10 wks or more)	£25/hr £20/hr	
Playing field per match	£25	
Playing field seasonal hire (12 matches)	£200	
Changing Facility per match	£15	
Changing Facility seasonal (12 matches)	£150	
Extended Services Hire (in return for free Pupil Premium places)	£100 per day	

Group B & Commercial Users

Commercial user rates are in bold and VAT will be added to these rates (See notes).

Group B users (volunteer coaches) with regular bookings are the lower line rates.

Facility	1 hr	2 hrs*	3 hrs*	Half Day	Full Day	Other
Main/Lower Hall	£42	£105	£140	£170	£310	
	£35	£63	£84	£105	£200	
Gym	£30	£45	£60	£75	£140	
	£25	£40	£55	£70	£130	
Sports Hall	£50	£85	£130	£170	£270	
	£40	£75	£110	£140	£230	
Classroom/Meeting room – 1 st	£25	£40	£60	£80	£120	
	£20	£35	£50	£70	£100	
Each additional room	£15	£20	£30	£45	£60	
	£10	£15	£20	£35	£50	
Dining Area	£30	£45	£60	£75	£140	
	£25	£40	£55	£70	£130	
Playing field per match	na	£45	na	£75	£140	
Playing field seasonal hire (12 matches)	na	£300	na	£400	£600	
Changing Facility per match	na	£45	na	£70	£120	
Changing Facility seasonal (12 matches)	na	£252	na	£380	£505	
Training and Development Room	£30	£45	£75	£90	£150	IT
	£25	£40	£70	£80	£125	£25
Swimming Pool	£50	£85	£130	£170	£270	

Notes

- *or part thereof.
- Charges are inclusive of site staff in attendance – weekdays only and heating and lighting
- Full day rates include time between 8am and 6pm on weekdays, hours outside these or at weekends may attract additional cost. Full day bookings of more than 10 hours will cost more.

- VAT is applied to Commercial bookings at standard rate, unless all these 7 conditions below apply.
- The conditions are that:
- The series consists of 10 or more sessions.
- Each session is for the same sport or activity
- Each session is in the same place.
- The interval between each session is less than 1 day but not more than 14 days
- The series is paid for as a whole and there is written evidence to the fact.
- The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
- The person to whom the facilities are let has exclusive use of them during the sessions.

- Organisations who make payment to their coaches will normally be charged at Commercial rates, with VAT being applied to these lettings

- Different rates apply to Group B bookings which are one off events – please discuss and agree with the Admin Manager: Community Engagement when booking.

- Special rates may apply to Commercial bookings of more than 10 weeks – please discuss and agree with the Admin Manager: Community Engagement when booking.

- Special rates apply to weekend and holiday use to include the attendance cost of site staff at weekend overtime rates – please discuss and agree with the Admin Manager: Community Engagement at the point of booking.

- Equipment hire to be negotiated separately as required

Internal Bookings from Leeds City Council, will be charged as any other commercial organisation unless the particular group falls within one of the other groups.

Appendix C

Definition of Terms

Statutory Users : These users have their right to use a school backed by specific legislation. The only such use of schools is concerned with use for elections- Council, National or European.