LETTINGS POLICY 2019

The Governing Board of Banks Road Infant and Nursery School believes that the school should play an active role in the community which it serves. Although the facilities are limited, wherever feasible we welcome use of our hall by community groups.

Banks Road Infant and Nursery School

BANKS ROAD INFANT AND NURSERY SCHOOL
"A Home for Learning, Laughing, Caring and Trying"

Introduction

The Governing Board of Banks Road believes that the school should play an active role in the community which it serves. Although the facilities are limited, wherever feasible we welcome use of our hall by community groups.

This policy has been formulated with reference to guidance from the LA and Audit (Ref: Manual of Financial Guidance, Audit Report 2011).

Costs

It is a requirement that all users must cover the costs of energy used, additional cleaning and the key holder's fee for opening and closing the premises.
The level of fees set reflects this requirement.

Current fees

The lettings fees from 1st April 2019 have been agreed as follows:

2 hour session	£30 (minimum)
3 hour session	£35
4 hour session	£40
All day (9 a.m. – 5 p.m.)	£65

(Ref: Minutes of F&SDC Spring 2019)

These fees are reviewed annually as part of the budget setting cycle.

Payment

Payment may be made either monthly, in advance, or weekly in arrears. Non-payment will result in refusal to allow the debtor to use the premises. All debts are referred to the Nottinghamshire County Solicitor.

Cash payments should be given to the Caretaker, who will ask the persons letting the premises to sign the weekly receipt sheet. The Caretaker will also sign the weekly receipt sheet as proof of money received. This will then be passed to the school business manager who will complete the weekly receipt sheet with her signature.

Damage

Whilst normal wear and tear costs are included in the lettings fees charged, damage from misuse of equipment or the premises will be charged to the person named on the letting.

Occupancy

School Lettings (adults and children)	Standing	250 (if using dining rooms)
		200 (if using hall only)
	Seated	100 (hall only)
External lettings	Standing	150
	Seated	100

Responsibilities

School Business Manager:

- To ensure that all booking forms are filled in and submitted correctly
- To renew bookings annually
- To make every effort to ensure that payments are made on time
- To issue receipts for payments received
- To refer debtors to the County Solicitor
- To advise the headteacher if problems occur

Caretaker:

- To ensure the security of the premises during and after lettings*
- To collect cash from the lettee when necessary
- To sign for monies received
- To pass monies received to the School Business Manager within 24 hours
- To assess risks to people or property
- To inform the headteacher immediately of any such concerns
- To report any incidents of vandalism or damage to the headteacher

Headteacher:

- To authorise lettings
- To receive advice from the Budget Manager and Caretaker
- To monitor payments
- To monitor wear and tear on the premises and equipment
- To report to the Finance and General Purposes sub-committee of the Governing Board at least annually

Governing Board (F+SDC sub committee)

- To monitor income each term
- To receive reports from the headteacher on the implementation of this policy annually
- To review all lettings annually
- To monitor wear and tear and make risk assessments annually

* Where the caretaker is unavailable, the headteacher will ensure a responsible person is delegated to ensure the security of the premises.

The school has systems in place to ensure the school is a safe environment for all pupils and staff, and actions are taken to address any concerns about children's safety and welfare. This includes measures to protect staff and pupils from extremist views that contradict fundamental British values. Any letting must not disseminate extremist views or seek to radicalise any person present, and any person suspected of such actions will be reported to the appropriate bodies.

General Right to Cancel
The school may cancel any hiring if in its opinion the organisation to which the premises are hired contravenes the School's Equal Opportunities, Multicultural or other policies including the Prevent Duty.

The premises shall not be hired to the following organisations:-
a) The National Front
b) The New National Front
c) The British Constitutional Movement
d) The British Movement
e) The League of St. George
f) Column 88
g) The British Democratic Party
h) The British National Party
i) Any other Organisation which has racist aims.

Cancellation by hirer
As per the 'Application for use of Premises' (Form CC.110), Conditions of Hiring (point 16) states that *"In the event of the premises not being used after approval has been granted, the Applicant will be responsible for payment of the caretaker's fee if written notification of cancellation is not received by the Head Teacher at least 24 hours before the approved time of letting".*

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This policy is subject to review each Spring term by the Finance and Strategic Development sub-committee of the Governing Board.

THE POLICY WILL BE REVIEWED ANNUALLY.
DATE OF REVIEW BY GOVERNING BOARD: June 2015, March 2016, March 2017, March 2018, March 2019, March 2020
This policy was reviewed and ratified by the Finance and Strategic Development committee in March 2019. Signed: Chair of Governors_____ Date: _____