

Sir John Leman High School



Lettings Protocol

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Principles

The Governing Body of Sir John Leman High School regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its students and any lettings of the premises to outside organisations will be considered with this in mind.

Definition of a Letting

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), an individual or group of individuals or a commercial organisation (such as the local branch of ‘Slimming World’) A letting must not interfere with any school use which contributes to the primary activity of the school. This includes but is not limited to:-

- Governing body meetings
- Staff meetings
- Extra-curricular activities for students organised by the school
- School performances and productions
- Parents’ evenings

Types of Lettings

The Governing body has agreed to define lettings under the following categories:-

- School lettings for activities for students or their parents and carers that provide educational benefit to the students which the school wishes to subsidise.
- Community lettings for other community activities which should be made on the basis of full cost recovery.
- Commercial lettings will be charged on the basis of full cost recovery plus an income margin for the school.

Lettings Charges

The Governing body is responsible for setting charges for the letting of the school premises. These are set out in the *Schedule of Letting Charges*. The charges will be reviewed annually and payment terms will be arranged prior to any letting.

The Director of Business and Finance will determine to which group any particular individual or organisation belongs.

The school reserves the right to require a deposit, over and above the hiring charge, as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition.

The Governing body is constrained by law to apply value added tax to all transactions where this is appropriate. Currently the school is not VAT registered.

A completed booking form will be required for all block bookings. Lettings will be made in the name of an individual who will provide their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy which could give the hirer security of tenure. Some facilities will be available to let on a casual 'pay as you go' basis.

Public liability/accidental damage

The hirer will be required to confirm that adequate and appropriate insurance cover is in place for all activities.

Safeguarding/Health & Safety

The hirer is responsible for Safeguarding and Health and Safety issues, including risk assessment. Where a letting involves working with children, young people or vulnerable adults, the hirer will be required to provide a copy of the relevant safeguarding policy.

Monitoring and Review

This protocol will be monitored regularly and reviewed annually.