

Sibsey Free School

Lettings Policy

1. It is the policy of Sibsey Free School to allow recognised organisations the opportunity to let the facilities offered by the School.
2. The facilities of the school cannot be let to political organisations or groups which in the opinion of the Headteacher and Governors would be inappropriate for educational premises.

Arranging Lettings

1. Persons wishing to let the facilities of the school must contact the Headteacher in writing to confirm their wish to let an area of the school.
2. The Headteacher on behalf of the Governors will approve or refuse the letting and will inform the organisation of the agreed letting fee when appropriate.
3. The Headteacher will consult the Governors if necessary.
4. When necessary, the Headteacher will inform the caretaker of lettings made, dates and times.

Scale of Charges

1. The standard charge for the use of educational premises will apply to the following users:
 - a. County Community Education and Youth Service.
 - b. University of Hull Extra Mural Department.
 - c. University of Nottingham Extra Mural Department.
 - d. Workers Educational Association.
 - e. Registered Youth Groups.
 - f. Music Support Service, bands and orchestras.
 - g. Officers of the County Council.
 - h. Women's Institute (WI educational purposes only).
 - i. Townswomen's Guild.
 - j. Parent Teachers' Associations.
 - k. Sports Development Schemes.
2. Prior to the 1st June, priority will be given to the categories of user listed above for booking accommodation in the following academic year. Once that date has passed, other bookings will be accepted.
3. The standard charge for the use of educational premises comprises two elements:
 - a. A fixed amount reflecting the caretaker's extra duty payment. (These charges are outlined in Appendix 2)
 - b. A variable amount per room to cover other costs associated with the hire. (These charges are outlined in Appendix 1)

4. Charges for the use of rooms etc within the school for all other users will be set by the Headteacher and will be based upon the actual cost likely to be incurred in providing the letting.
5. Charges for the letting of playing fields and playgrounds are to be the same as for a typical room (see Appendix 1).

Caretaker's Lettings Payments

1. The lettings payments to the caretaker will be based upon the schedule sent to the school from the County.

Notes

1. All accommodation charges are inclusive of the ancillary use of related cloakrooms and toilets.
2. The use of any additional accommodation will be charged for separately e.g. a classroom being used as a changing room.
3. For a separate letting consisting of a cloakroom only, a separate letting fee equivalent to that for a classroom will be made.
4. No reduction in the letting charges will be made where there is more than one hirer on the same occasion.
5. The time during which the premises are required by a hirer for preparing for a letting and clearing up afterwards will be regarded as part of the letting for the purposes of calculating the charge to be made.
6. No payment will be made direct to the caretaker. The caretaker will receive his/her fee direct from the authority, the fee being based on the regulations of the East Midland Provincial Council for Local Authorities Services (See Appendix 2).

Both Appendices will be updated annually.

This Policy will be reviewed annually.

May 2009