APPENDIX 6

Lettings Policy

This policy was approved and ratified by the

Finance and Resources Committee of

Cox Green School

on

13th October 2021

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	28/02/12	28/02/12	Sept 2012
1.1	Full Governing Body	09/10/12	09/10/12	Sept 2013
1.2	Full Governing Body	15/10/13	15/10/13	Sept 2015
1.3	Full Governing Body	20/10/15	20/10/15	Sept 2017
1.4	Finance & Resources Committee	10/10/17	10/10/17	Sept 2018
1.5	Finance & Resources Committee	09/10/18	09/10/18	Sept 2019
1.6	Finance & Resources Committee	08/10/19	08/10/19	Oct 2020
1.7	Finance & Resources Committee	06/10/20	06/10/20	Oct 2021
1.8	Finance & Resources Committee	13/10/21	13/10/21	Oct 2022

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Introduction

It is the policy of the school to maximise the use of its facilities for the benefit of the local community without detriment to the school or its site. To this end, groups and individuals may hire certain parts of the school.

The Deputy Business Manager is responsible for maintaining records of bookings of facilities and for identifying the sums due from each organisation. Each customer will have a sales ledger account established for them on the Civica Finance system which will be used to invoice all lettings.

Application to Hire

An application to hire is made to the Deputy Business Manager who will send out a quote and a booking application form. This should be completed and returned, signed by an authorised member of the hiring company together with the original copy of the hirers Public Liability Insurance (see below) within 14 days. An invoice will be raised for the 10% deposit and sent to the hirer. Once payment has been received the booking will be secured.

Insurance

The Hirer must carry Third Party Insurance against any legal liability for the loss, damage, demand or proceedings whatsoever, arising under any statue or at common law for damage to property, which shall include the hire premises, or personal injury or death of any person whosoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:-

- Accidental bodily injury including death to third partied and further in respect of damage to their property – not less than £5 million
- Accidental damage caused by fire to the premises on hire - £5 million
- Accidental damage caused to the premises on hire other than fire

Hirers must produce evidence of such insurance prior to the event.

Payment

All bookings will be subject to a 10% non-refundable deposit which will be invoiced using the Civica Finance System by the Deputy Business Manager or Finance Officer. This is payable upon confirmation and cannot be returned in the event of cancellation by the hirer. No booking will be secured without this initial deposit.

The balance of the hire fee plus any additional charges, (e.g. use of equipment) will be invoiced after the event. Invoices must be paid within 14 days.

If the hirer books in advance for the whole school year, they will be invoiced at the end of each term for that terms events with the 10% deposit paid being deducted from the final invoice of the academic year. In the case of long term on-going lets, deposits may not be taken and they will be invoiced in full on a termly basis.

In the event of cancellation by hirer within four weeks prior to the event, payment of the full hire fee will be required.

Charges

Charges will be reviewed at the first Finance and Resources meeting of the academic year and be effective from 1st January of the following year. Currently these are:

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	Rate per hour 1st Jan 2021	Rate per hour 1st Jan 2022
Theatre	£60	£60
Site Staff Rate	£15 Week day £20 Weekend	£15 Week day £20 Weekend
Classrooms	£20	£20

School Representative

Site staff will open up and close the site and be on call during functions.

The Deputy Business Manager runs the bookings system and liaises with users. Hirers should liaise with the Deputy Business Manager concerning specific requirements such as setting out chairs, equipment etc.

Site Staff have authority to take any necessary action to protect the schools interest during any particular letting.

Covid Addendum

Following Government guidelines all lettings are currently suspended. This will reviewed as new guidance is issued.

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