

Sir Roger Manwood's School



Lettings Policy

Date of Approval: March 2016
Next Review: March 2019

This policy is approved by the Finance & Premises Committee on behalf of the Governing Body.

Philosophy:

The School seeks to raise additional income by maximising the use of its facilities, where there is no unacceptable interruption to the School's normal operations, or to the health and safety of the School Community. Agreed areas of the School may be let to external bodies, usually after the end of the School day, at weekends, or during holidays. Whilst financial circumstances require that priority be given to activities providing the best return to the School, this policy also aims to improve the School's integration into the local community, and promote it to those who may subsequently join the School Community.

Implementation:

Bookings may only be made through the School Business Manager, and must be confirmed in writing by both parties.

- The School's normal operational and extra-curricular activities take precedence
- Fundraising activities for the benefit of the School, by the Friends of Manwood's or other recognised organisations, should normally be prioritised over Lettings, except where the Letting in question would generate greater income
- The School will only confirm bookings once the School Calendar for the relevant period has been agreed (generally in June, for the year from that September)
- All Lettings will be checked against and entered into the School Calendar by the Headteacher prior to confirmation by the School Business Manager
- The School will establish a Rate Card for Lettings, which will allow for Community and Commercial pricing. Charges will be in accordance with the Rate Card for the period in which the Letting is to take place, and Commercial pricing will normally be applied wherever the individual or organisation making the booking seeks to make a financial return from the Letting. Where the Rate Card is subject to review at the time of booking, the School Business Manager may, at their discretion, accept a booking based on the current Rate Card
- Payment for single Lettings (including multiple successive days/nights) is in full, in advance. A deposit of 10% will be levied at the time of booking. Lettings of a week or more in duration shall pay a further 40% deposit, no later than one month prior to commencement of the Letting period. These deposits are refundable only in the event that the School is obliged to cancel the Letting
- Payment for serial Lettings (for example, routine sports usage) will be termly in advance, with school holidays being considered part of the preceding term. Overpayments (for example, where certain dates need to be cancelled) may be carried forward to the next period, at the School Business Manager's discretion
- Users must sign the Lettings Agreement, which contains the Conditions of Use, at the time of booking. This Agreement forms an Appendix to this Policy
- This Policy and its Appendix should be reviewed by the Governing Body or its delegated Committee every three years. The Rate Card, and feedback from the School Business Manager on impacts and income, should be considered annually

Roles and Responsibilities:

- Headteacher
 - Maintains the School Calendar
 - Ensures School events, fundraising events and Lettings are recorded
 - Liaises with the Premises Manager in respect of School events and fundraising events

- School Business Manager
 - Communicates with individuals and organisations seeking Lettings
 - Liaises with the Headteacher in respect of the School Calendar, and the acceptability of proposed Lettings
 - Liaises with the Premises Manager in respect of Lettings
 - Liaises with Boarding Staff, where boarding facilities may be used or affected

- School Staff
 - Seek approval from the Headteacher for events outside normal teaching hours, and ensure appropriate information is provided for the School Calendar, before any such events are confirmed or publicised and normally a minimum of one month in advance

- Friends of Manwood's and other fundraising representatives
 - Seek approval from the Headteacher for events, and ensure appropriate information is provided for the School Calendar, normally a minimum of one term in advance

- Premises Manager
 - Advises the Headteacher (for School events and fundraising events) and the School Business Manager (for all events) of the likely overtime implications
 - Ensures appropriate levels of caretaking are provided to discharge the School's obligations
 - Ensures pre- and post-letting checks are carried out, and reports findings to the Individual Responsible (where practicable) and the School Business Manager

- Individual Responsible for the Event or Letting
 - Ensures compliance with the School's policies (for School events and fundraising events) and the Lettings Agreement (for Lettings) by all involved in the event or Letting
 - Provides appropriate supervision, and where necessary, security for all involved in the event or Letting, and all areas of the School affected
 - Accepts responsibility for any wear and tear on the School's property, and liaises with the Premises Manager, their staff or the School Business Manager in respect of it
 - Complies with any controls or issues arising from Risk Assessments completed by them, or by any other party, in respect of the Letting