



Clarendon Primary School & Children's Centre

Lettings Policy

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body has drawn up the following policy.

- The needs of the school, that is of the Headteacher, staff and pupils, shall be given priority.
- The Governors will always aim to balance the allocation of lettings to community use and to general hirers.
- The Governing Body has the right to refuse any request for hiring.
- All lettings administration must comply with Section M (Community Use of Schools) of Surrey County Council Finance Manual and Section N (Children's Centre).
- Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
- A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
- A refundable deposit may be requested for certain lettings.
- Payment for all lettings shall be paid termly in advance where appropriate or within 4 weeks of receipt of invoice. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
- Standard rat V.A.T. may be payable. See section M and N of the Finance Manual for details.
- All non education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover.
- Charges for lettings will be reviewed annually in January /February for implementation in September. Further information regarding fees and lettings procedures can be obtained from the school office and the children centre manager.
- Surrey County Council operates a No Smoking policy on all its premises.

- Non regular lets will have an administration charge of 15% added to the invoice.

Review

Date discussed by staff: Spring term 2014

Date reviewed by governing body: Spring term 2014

Date due for review: Spring term 2017