

School Policy 23a – Premises Lettings

This policy was last reviewed by Governors on 19th June 2019.

The Governors' Committee responsible for this is the Staff, Finance and Premises Committee. The person in the school who prepares the text of this policy for the Governors is the School Business and Development Manager. It will next be reviewed in September 2020.

Introduction

The Governing Body of Archbishop Tenison's Church of England High School believes that the use of the school premises by individuals, groups and organisations representing or drawn from its wider community should be welcomed and encouraged, subject to certain conditions. All such use must be consistent with the aims of the school and serve to build, renew or reinforce relationships between the school and the community it serves.

Conditions

1. Use of the school premises for school functions and events will take priority over lettings at all times.
2. The Governing Body will set a tariff of charges for lettings on an annual basis and make it available to all hires on request.
3. Income derived from lettings will be retained by the governing Body and allocated in accordance with the school's financial strategy.
4. The cost of lettings will be met only and entirely from the income generated by them.
5. The Headteacher will approve all applications for lettings, reporting to the Governing Body on a regular basis. The Headteacher is responsible to the Governing Body for ensuring that the use of the site is consistent with the aims and ethos of the school, that all arrangements are well managed and that all activities on the school site are conducted in a way which maintains good relationships with the neighbours and the school's good reputation of the local community.
6. All hirers must accept the conditions outlined in the Conditions of Hire Agreement, including requirement for appropriate insurance cover.

Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (caretaking and cleaning) – including "on-costs";
- Cost of administration;
- Cost of school equipment (if applicable);
- Profit element 9 if applicable.

Where there are multiple lettings taking place at the same time, the cost for services and staffing will normally be shared between the organisations involved.

Complaints

Complaints should be pursued through the procedure outlined in the governing Body's Policy. A copy of this policy will be made available on request.

Review of Policy

The Governing Body will, through its committee structure, review this policy annually.

Appendix A

Scale of Charges 2019-2020

Room Hire:	
1. Up to 5 rooms	£25 per hour
2. 6 and above rooms	£20 per hour
Hall Hire:	
1. Day Hourly rate	£60 per hour
2. Full day hire (8.00am to 5.00pm)	£55 per hour
3. Evening hourly rate (5.00pm to 11.00pm)	£70 per hour
Sixth Form Centre:	
Hourly rate:	£45
Drama Library and Canteen hall:	
Hourly Rate:	£35

Notes:

- (a) For evening hall hire the premises must be vacated before 11.00pm
- (b) Kitchen hire- additional fee of £120
- (c) Hall hire includes use of reception area
- (d) The above rates are negotiable with the School Business and Development Manager and Finance Manager on behalf of the governors.