



**OAKLANDS CATHOLIC SCHOOL**

**AND**

**SIXTH FORM COLLEGE**

**With delegated responsibility from the Catholic  
Academy Trust in Havant**

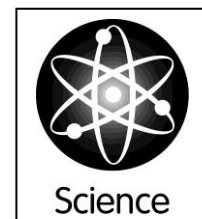
**LETTINGS POLICY**

<b>APPROVED BY GOVERNORS</b>	<b>26 SEPTEMBER 2011</b>
<b>REVISION DUE</b>	<b>SEPTEMBER 2014</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>BUSINESS MANAGER</b>
<b>STATUTORY / NON-STATUTORY</b>	<b>NON-STATUTORY</b>



**Community**

**Unity**



**Opportunity**

**The Catholic Academy Trust in Havant**  
**OAKLANDS CATHOLIC SCHOOL & SIXTH FORM COLLEGE**  
**LETTINGS POLICY**

The main objective of the Lettings Policy is to provide benefit to the local community and to maximise income from letting the building and its premises. These lettings must have no adverse impact on the normal functioning of the School or the School's image in the community and will be at the discretion of the Head teacher and Local Governing Body. Lettings must also have no financial impact on the School's main delegated budget. Priority in agreeing to lettings will be given to:-

- a) Organisations that seek to serve young people
- b) Organisations that serve the Catholic Diocese
- c) Organisations that seek to promote educational or sporting activities
- d) Organisations that seek to serve Hampshire County Council

The following points will be considered when a booking is taken in conjunction with the school's Terms and Conditions of hire.

A letting would not be acceptable where:-

- a) Intoxicating liquor is available (unless the user obtains special agreement from the Local Governing Body and the appropriate licence is sought)
- b) Excessive noise or local nuisance is likely.

Lettings for any public meeting associated with a political party will be regarded as an 'A' Class letting (one where the caretaker will need to be present)

As stated in the Terms and conditions of hire the school has the right to cancel a letting where the facilities are required by the school (ie: examination times) but the school agrees to provide as much advanced warning to all hirers as possible.

#### Charging policy

Under the direction of the Local Governing Body, the school has devised the level of charges for each of the areas available for hire. Prices are comparable with other schools and colleges within the area. The pricing policy is designed to cover costs including caretaking and overtime, along with a percentage of light and heat, cleaning costs and administration. At no time must the financial cost of letting the premises have a detrimental impact on the school's main delegated budget. It is envisaged that any excess income will be used to improve general facilities around the school. Hirer's who comply with certain criteria may qualify for VAT exemption and all other hirer's will be charged VAT in accordance with current HMRC legislati

## Scale of charges

The following charges are applicable from September 2011

<b>Level 1 Rates per hour</b>	<b>Area of Hire</b>	<b>Level 2 Rates Per Hour</b>
£18.00	Main Hall	£25.00
£18.00	Canteen	£20.00
£18.00	Sports Hall	£34.00
£16.00	Gymnasium	£26.50
£ 6.00	Changing Room	£ 6.00
£ 9.00	Classroom	£12.00
£15.00	Conference Room	£18.00
£15.00	Outdoor Football/Rugby Pitch	£18.00
£15.00	Outdoor artificial 5 a side pitch	£18.00
£ 5.00	Netball Court	£ 7.00
£ 6.00	Tennis Court	£ 8.00
£20.00	IT Suite	£25.00
	Equipment etc – TV / Video; OPH; Tape Recorder, Tea Urn, etc	£ 5.00 per session per item

Level 1 user - Community groups composed of children under 18, the elderly or people with registered disabilities and registered youth and church groups

Level 2 user - Other community groups including profit making youth groups

Kitchen a Servery and Sink - standard charge (not using any equipment) subject to VAT

Kitchen b Kitchen and Equipment - standard charge (includes servery and sink) subject to VAT

A minimum charge will apply at weekends to all areas as follows:-

Sat - £28/hour

Sun - £32/hour

Lettings ending after midnight will incur an additional charge of £10/hour to cover extra staffing costs.

A 50% non refundable deposit will be required at the time of booking

It will be the responsibility of the Finance/Maintenance committee to review the scale of charges on an annual basis in the-Spring Term to take effect from the following 1<sup>st</sup> September.

## Administration

The administration of the lettings will be the responsibility of the Admin Manager. All potential hirers will receive a lettings pack consisting of a booking form, Terms and Conditions of hire and a copy of the school's Health and Safety policy. The group leader will be required to complete and sign all the necessary forms included in the pack for administration and insurance purposes and return to the Finance Department along with any necessary deposits. Confirmation will then be sent. The applicant may, at the discretion of the Headteacher, be requested to provide the names and addresses of 2 referees.

All invoices will be issued by the Finance office via FS Financials on a monthly basis in arrears and income will be banked and coded to a separate department code to enable monitoring of the lettings facilities. Overtime costs will be charged directly to the department code and year end adjustments will be made by the Business Manager to cover light, heat and cleaning costs.

The site manager or a caretaker will be on site at all times during the booking period to comply with insurance regulations and ensure that the facilities are fit for purpose.

Provision for security has also been included in the pricing policy and by signing the booking form a hirer confirms that they have read the school's health and safety policy.

With regard to safeguarding a 'transfer of control agreement' is in place for all extended schools activities including the use of school facilities by external hirers. By signing the booking form the hirer confirms that they have appropriate policies and processes in place in relation to safeguarding children and that they have responsibility for vetting checks, they also adopt their own health and safety procedures and have adequate insurance cover in place.

This policy will be reviewed and ratified on an annual basis by the Finance Committee.

Ratified .....(Chair of Finance/Maintenance) Date .....