



APPENDIX 6

Lettings Policy

This policy was approved and ratified by the Governing Body of
Cox Green School
on 20th October 2015

This Policy will be reviewed in July 2017 to be
updatd with PREVENT.

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



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 Lettings, Marketing and Community Officer is responsible for maintaining records of bookings of facilities and for identifying the sums due from each organisation. A lettings report showing details of organisations using the facilities should be provided by the Lettings, Marketing and Community Officer to the Finance Officer on a monthly basis. Each customer will have a sales ledger account established for them on the Corero Finance system which will be used to invoice all lettings.

Application to Hire

An application to hire is made to the Lettings, Marketing and Community Officer who will send out a booking application form. This should be completed and returned, signed by an authorised member of the hiring company together with the 10% deposit and the original copy of the hirers Public Liability Insurance (see below) within 14 days. This will officially secure the booking.

Confirmation or otherwise of the booking will be given in writing within 7 days of receipt of the booking application form.

Insurance

The Hirer must carry Third Party Insurance against any legal liability for the loss, damage, demand or proceedings whatsoever, arising under any statute 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 parties 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 Corero Finance System by the 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 term's 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 on 1st September each year and from 1st January 2016 are as stated below:

	Rate per hour 2015/16
Theatre	£60
Technician Rate	Market rate available depending on requirement
Caretaker Rate	£15 Week day £20 Weekend
Classrooms	£20

School Representative

The School Site Controller, Theatre Technician or other appropriate school representative will be on site or on call during functions.

The Lettings, Marketing and Community Officer runs the bookings system and liaises with users. Hirers should liaise with the Lettings, Marketing and Community Officer concerning specific requirements such as setting out chairs, equipment etc.

The Site Controller/Theatre Technician has authority to take any necessary action to protect the schools interest during any particular letting.

Signed: _____

Chair of Governors

Date: _____

Date of Review: _____