



CHATHAM & CLARENDON GRAMMAR SCHOOL

Lettings Policy

Agreed by Governors: March 14th 2017

1. Philosophy

Provided that there is no interruption to, or curtailment of, school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays, in order to:

- Raise income for the school
- Better integrate the school into the local community
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities, which are currently underused by the school.

2. Implementation

Bookings are made through the representative of the school as authorised by the Board and confirmed in writing.

- School and Friends of CCGS activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Users sign a contract that covers
 - Terms and conditions relating to type of and length of use
 - Cancellation
 - Damage
 - Insurance
 - Charging
 - Restrictions on use
 - Licensing for the sale of alcohol or public performances
 - Parking
- The booking agreement may be updated annually or termly
- Payment is in advance for single lettings or the first time for a new block booking, termly or monthly in arrears for regular lettings
- Outline charges are set by the Headteacher/Governors and reviewed annually
- Specific charges are set at the time of the booking agreement
- A diary is kept covering all school, PTA Friends and outside use of the premises and grounds after school, in evenings, at weekends and in holidays.
- Pre-numbered receipts will be issued for all lettings income received.
- A list of standard charges is published. Charges for charities and community groups are at the discretion of the Headteacher, but will at least cover any direct costs of

keeping the premises open.

3. Roles and Responsibilities

The 'school authorised representative' (Premises Manager or their designated representative) is responsible for the construction and regular update of the lettings diary.

- The Friends secretary and individual teachers are responsible for informing the Premises Manager a term in advance, of events outside teaching hours, which will use the school premises.
- Opening and closing the school is undertaken by the Premises Manager, or a member of the site team, or by prior agreement with an authorised member of the staff.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used.
- Post-letting checks are made by the Senior Caretaker and reported to the Premises Manager.
- Follow-up of unsatisfactory lettings is made. Due attention is to be paid to avoid undue wear and tear on the buildings and equipment.
- Hire agreement forms are authorised by the Premises Manager or an officer at an appropriate level.
- An adequate division of duties exist in
 - The confirmation of lettings
 - The issue of invoices
 - The receipt of income
 - The monitoring and pursuit of debts

4. Letting Charges

The following charges will apply for current academic year:

Astro pitch £50 per hour (increased from £45ph 01/01/16)
Dining hall £25 per hour
Assembly hall £35 per hour
Cricket wickets [grass] £65 per day
Cricket nets £10 pounds
Class room £10 per hour

Where a number of classrooms or halls are requested, the Business Manager will agree a charge with the Client.

5. Monitoring and Evaluation

The success of lettings can be equated to the additional income raised for the school, less the cost of any reasonable wear and tear made during lets to the furniture and fabric of the school, costs of additional heating and caretakers' wages. Monitoring and evaluation will be carried out on a regular basis.