

FORT FEDERATION

Friendship for all, One vision, Readiness to learn and Trusting in God

The Lord is my rock, my fortress and my protector

2 Samuel 22:2

Lettings Policy

Policy Review Date: 25th November
Reviewed by: Resources Committee

Next Review Date: Autumn 2021

Signed by the Chair:

Date:



Living, loving and learning forever:
becoming the best
as we journey together

The policies of this Federation have been developed from our vision. Our belief is that our policies seek to create inclusive, holistic environments based on Christian values linked to British shared values where all adults and children can flourish.

LETTINGS POLICY STATEMENT

Executive Headteacher: Mrs Penny Hammett

Adoption

Fort Federation has adopted the lettings policy and the scale of charges set out below:-

Private user: Hire of hall/field per two hour period

Weekday £20.00

Sunday/Bank Holiday £25.00

Each additional hour £3.50

Other Lets: By Negotiation

Any additional rooms will be charged at £3.00 per hour.

If extra cleaning is required this will be charged at the rate of £10 per hour.

If unreasonable levels of school supplies, such as paper, toiletries etc. are used, the Federation reserves the right to charge for this in addition to the hire charge.

The Federation adopts and endorses the County's Lettings Policy and recognise the principles therein, namely:-

- I. that school premises represent a significant capital investment and should be fully utilised ;
- II. are a valuable community resource;
- III. educational usage, education premises constitutes a natural priority;
- IV. that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

Priority Usage

The Federation has adopted the following categories of priority user:-

- I. statutory users;
- II. designated users;
- III. private users.

Conditions of Hire

The Federation has adopted the standard Devon County Council amount of hire. These terms form Appendix 1 to this Policy Statement.

Administration of Lettings

General

The Federation recognises that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the following persons; the Heads of School and administrator.

Variations

No member of staff is allowed to vary that in terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the Federation's published charging policy.

Lettings Documentation

All formal hiring of the schools' premises, including those for which no charge, is made shall be properly documented. All hirers **must** complete a "lettings of hire" agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the Federation may enforce at law.

Scale of Charges

In arriving at the scale of charges the Federation has followed the following principles:-

- I. that statutory users will be charged an amount commensurate with cost recovery;
- II. that designated users will be charged no more than cost;
{it is permissible to charge designated users at less than cost provided that the subsidy is generated from other lettings at cost plus income}
- III. that private users will be charged on a cost plus an income margin for the school ;
- IV. that there will be parity of treatment for similar users;
- V. that overall the cost of letting school facilities will be recovered from users.

For the purpose of charging the Head of School is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

Value Added Tax

The Federation is constrained by law to apply value added tax to all transactions where this is appropriate.

Minimum charges and deposits

The minimum hire period will be two (2) hours.

The Federation reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Cancellations

The Federation will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

Payment methods

The Federation is mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm. Cheques or cash are both acceptable but cheques should be made payable to Devon County Council. In all cases where cash and cheques are paid over then an official receipt must be issued.

Extension of Credit

The Federation will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all these cases the Federation reserves the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued. The Federation will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50).

Security

The Federation will not normally insist upon continuous caretaking presence. However they reserve the right and delegated power to the Heads of School to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

Review of Policy

The Federation will review the policy each year and the scale of hire charges for the forthcoming year will also be reviewed and updated.