


*“Maximising students’ abilities, ambitions and academic potential”*

# Lettings Policy

Recommended by: Finance and Premises Committee	
Date: June 2017	
Approved by the Full Governing Body	
Signed:	
Next Review Due: June 2018	

*Broadoak Mathematics and Computing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## **Background**

1. The Governing Body have the full responsibility for the use of the College's premises during the college day and outside normal college hours.
2. This includes the letting of College premises to outside bodies and the control of all income and expenditure associated with such activities.
3. The Governing Body positively welcomes the contribution that well run voluntary groups which organise community based activities are able to make. The Governing Body encourages such ventures through the use of lettings.

## **Aims of the Policy**

4. The letting of the College premises shall not detract from the primary objective of the College as an educational establishment. Although providing a vital link with the community and other organisations, the letting shall be organised so that there is no disruption to the delivery of the curricula and at no cost to the pupils of the College or their education.
5. The Governing Body's policy is to encourage the use of College premises i.e. buildings and playing field by the students, parents, the community and organisations ranging from sports clubs to senior citizens' clubs, local businesses.
6. The income received from the letting of the College premises will be used to assist the Governing Body to enhance and enrich the education and working environment of the students at Broadoak.

## **Equal Opportunities**

7. The Governing Body consider the College to be a vital resource for the community, individuals and groups who wish to make appropriate use of the College's premises are able to do so wherever this is reasonably possible.
8. The Governing Body positively encourages individuals or groups who wish to make reasonable use of the College premises, regardless of their race, gender, disability, sexuality or religion.
9. The Governing Body will not consider applications for letting from people under 18 years of age. The hirer will accept responsibility for being on the premises, being in charge of the premises let and for ensuring that all conditions of the letting agreement are observed, particularly those relating to management and supervision of the premises.

## **Categories of user**

### **(a) Statutory user**

10. Where statute provides that the College is required to be used or may not be used, those statutory provisions take precedence over all other uses.
11. Statutory use is defined as follows:
  - a) use of premises for polling stations or political meetings when a local or parliamentary election has been declared;
  - b) official meetings of the parish or parochial council;
  - c) any other statutory purpose.

Infrequent use of the College premises required by statute will be accommodated by the Governing Body at a rate to recover costs.

### **(b) Designated users**

12. The Governing Body reserve the right to set charges at cost recovery and not at a level that would deter such user. Within this category, priority booking shall be given for extended use as follows:

- a) Within the college: the College's own activity – e.g. Governor, staff or Broadoak Association meetings, curriculum activities, fund raising activities for College funds;
- b) Extended College activities: e.g. extra curricula activities and clubs, non-profit making sport and interest courses and clubs.

### **(c) Private users**

13. Those that are not defined as statutory or designated users are defined by the Governing Body as private users.

### **Guidelines on charging**

14. The Governing Body sets charges for lettings on the following guidelines: the Policy is to set charges to bring additional income to the College taking account of Best Value, including elements such as insurance cover, heating and lighting, cleaning, staff overtime and fair wear and tear.
15. Details of the charges are annexed to this Policy.
16. Decisions to waiver or reduce lettings fees are delegated to the Headteacher and Director of Finance and Personnel.
17. The Governing Body will review the charges for lettings annually and reserve the right to review the charges at any time.
18. The Governing Body will give a minimum of 30 days' notice of any increase in charges for lettings.

### **Administration of Lettings**

19. While full responsibility for all lettings is with the Governing Body, the day to day management and administration is undertaken by the Headteacher and/or Director of Finance and Personnel.
20. The Governing Body reserves the right to withhold permission to let any part of the College (although the right to make this decision may be delegated to the Headteacher and/or Director of Finance and Personnel). In the case of dispute the Governing Body's decision is final.
21. The Governing Body reserves the right to refuse to let the premises to any group or individual for purposes that are inconsistent with the ethos of the College.

## Lettings Hire Charges 1<sup>st</sup> September 2017

Designated users as listed in the lettings policy will be charged at 50% of the private user rate in order to recover costs only.

### Private Users

Area/room	Charge per hour Weekdays 8am-10pm	Charge per Hour After 10pm & Weekends
Main Hall (inc Coffee Bar)	£32.60	£48.90
Control Room/Sound & Lights	£17.30	£26.00
Classroom	£14.20	£20.30
Conference Room	£23.90	£35.90
Specialist Room *	£45.90	£68.90
Dance Studio	£23.90	£35.90
Sports Hall	£32.60	£48.90
Changing Rooms	£10.90	£16.40
Artificial Hockey Pitch	£48.10	£48.10
Artificial Hockey Pitch with lights	£65.80	£65.80
Grass Area	£10.90	£16.35
Tennis court	£5.30	£8.00
Tennis Court with lights	£6.90	£10.35
<ul style="list-style-type: none"><li>• Set up costs on application – Textiles, Information Technology, Ceramics, Art, Technology Workshop</li></ul>		

Please note weekend bookings may be subject to a 2 hour minimum charge.