

Lettings

Rationale

The Governing body formally adopt the Devon County Council's priority usage schedule, in determining the availability of premises for letting, as set out in the Devon County Council Policy Statement BR1, (10/95) 'The Letting of Educational Premises and Grounds'.

The Governors also formally adopt the County Council's Conditions of Hiring, as detailed in Appendix (i) (Terms of Contract)

Pricing

Statutory Users and Designated Users shall be charged a rate that allows the recovery of costs only. These will include lighting and heating, any additional necessary and incurred caretaking costs, plus a 10% surcharge to cover administration charges and fair wear and tear.

Private Users shall be charged a rate that allows the recovery of costs, together with a further surcharge of 25%, in order to provide a cross subsidy to encourage community use.

The school can only be unlocked / locked by the caretaker, the Headteacher, a member of staff or person nominated by the Governors. The school's security codes should only be known by the above mentioned 'keyholders'. The cost of employing a keyholder to open or close the school is included in the charges. Additional charges will be made for the use of specialist equipment.

A Table of Charges, Appendix (ii), is attached.

Discounts that form part of the Table of Charges are the only permitted variation from the standard charge.

Value Added Tax shall be applied where applicable.

The governing body has delegated its power to determine designated status and the administration of lettings to the Headteacher and the school secretary. Any application from a potentially sensitive user shall be referred to the Chairman of Governors.

Copies of documents, the Devon County Council Policy Statement BR11 (10/95) 'The Letting of Educational Premises and Grounds', the County Council's Conditions of Hiring, as detailed in Appendix (i), and the Table of Charges, Appendix (ii), are to be made available and drawn to the attention of all hirers before they sign a Hire Application form. A copy of this form is also attached to this policy statement (Appendix iii)

The Lettings and Pricing Policy will be reviewed annually by the Personnel and Finance Committee, who will present their recommendations to a meeting of the full governing body.