



GUISELEY SCHOOL

LETTINGS AND LETTINGS CHARGES POLICY

Covering the Academic Year 2018/19

Approved on:	26 June 2018
Review Date:	Summer term 2019
Governors' Committee:	Resources
Responsible Officer:	Director of Admin & Finance

Contents

1. Adoption	3
2. Policy Objectives.....	3
3. Priority Usage	3
4. Applications for Recommended User Status	3
5. Categories of Recommended and Commercial Users.....	3
Table 1. Allocation of Users of School Premises into Categories	4
6. Scale of Charges.....	4
7. Remissions.....	4
8. Conditions of Hire	5
9. Administration of Lettings.....	5
10. Security / Safeguarding	6
11. Emergency Procedures	6
12. Review of Policy.....	6
Appendix 1.....	7
External Groups and Activities to be recommended at the Leeds City Council charging rates	7
Internal groups - to be recommended at the Leeds City Council charging rates	8
Appendix 2.....	9
Definition of Terms.....	9

1. Adoption

The school governors, at their meeting of the Resources committee on 26 June 2018, have adopted this lettings policy and the scale of charges set out below.

2. Policy Objectives

The governors endorse the City Council's Hire of School Premises Policy and recognise the principles therein, namely:

- (i) that school premises represent a significant capital investment and should be utilised as a valuable community resource;
- (ii) educational usage of our premises constitute a natural priority;
- (iii) that a profit margin is desirable when derived from commercial usage but this is not the overriding objective when facilitating education activity and community activity by recommended users.

3. Priority Usage

The governors have agreed the following categories of priority user:

- (i) statutory users;
- (ii) recommended users;
- (iii) commercial users.

The governors have adhered in each case to the definitions identified in the City Council's Hire of School Premises Policy document (appendix 1).

4. Applications for Recommended User Status

The governing body have delegated their power to determine recommended status to the Headteacher and/or Director of Administration and Finance who will exercise discretion on their behalf to determine those organisations that are in addition to any organisation already identified by the City Council, who may have recommended status at Guiseley School. These organisations are listed at section 5. The outcome of such decisions shall be matter of report to the governing body each term. This does not preclude the Headteacher and/or Director of Administration and Finance from referring sensitive applications to the governing body resources committee or full governing body at his/her/their discretion.

5. Categories of Recommended and Commercial Users

The governors have decided that for the purpose of charging there will be three categories of recommended user and there will be one category of private user.

Table 1. Allocation of Users of School Premises into Categories

Group A	Group B	Group C	Group D
Commercial users to be charged at school economic rates – see appendix 2	Recommended users determined by the City Council that are to be charged at the recommended hire charges – see appendix 2.	Recommended or commercial users that are to be charged a discount on the recommended rates – see appendix 2.	Users that the school deem should have free usage of premises
All users not meeting definition in Appendix 1	All users covered by Appendix 1, not identified in Group C or D	Voluntary Youth Groups and under 18 Sports clubs as per Appendix 1.	1. Users covered by Appendix 1 determined by Headteacher and/or Director of Administration and Finance to be supporting the School curriculum. 2. People in Action (WASP club)

6. Scale of Charges

In arriving at their scale of charges the governors have followed the following principles:

- 6.1. that statutory users will be charged an amount commensurate with statutory regulations;
- 6.2. that recommended users will be charged no more than the set scale of recommended charges identified by Leeds City Council;
- 6.3. consideration has been given to subsidies being applied to some recommended users;
- 6.4. that commercial users should be charged at least cost, plus an income margin for the school if desired;
- 6.5. that there will be parity of treatment for similar users;

For the purposes of charging, the Headteacher and/or Director of Administration and Finance are/is empowered to determine to which charging group any individual or organisation belongs. Any organisation already identified by the Lettings Unit as having recommended status should not be charged more than the recommended hire charges determined by the City Council (group B). The basis of charging will be determined by the type of organisation hiring the premises, the purpose for which the letting is arranged and the period of time when the letting is taking place – as detailed in Appendix 1.

The scale of charges relating to the stated categories of users are detailed in table 2. below. Discounts form part of the scale of charges in table 2 and are the only permitted variations to the standard charges. The governors are constrained by law to apply value added tax to all transactions where this is appropriate.

7. Remissions

The Governing Body reserves the right to use its discretion to remit or waive any charges, or part thereof, on the basis of a proposed hirer's circumstances as it sees fit. It has delegated this discretion to the Headteacher and Director of Administration and Finance using the following principles:

- that there will be a parity of treatment for similar users
- that any decision to waive a charge will be subject to periodic review, at least on an annual basis
- that all decisions will be reported termly to the Governing Body
- that in the event of appeal or dispute the Governing Body retains the final power to decide

Table 2. Schedule of Charges from 01 September 2018

Facility	Group A Private/ Corporate	LCC recommended charges Group B	Guiseley School charge Group B Adults	Group C Juniors
School Hall – Secondary	£36 / hr	£33 / hr	£32 / hr	£22 / hr
Gym / Dance Studio	£32 / hr	£26 / hr	£26 / hr	£18 / hr
Sports Hall incl changing room facilities	£49 / hr	£33 / hr	£32 / hr	£22 / hr
Classroom / Meeting room – first room	£25 / hr	£15/ hr	£15 / hr	£10 / hr
Each subsequent classroom / meeting room	£12 / hr	£10 / hr	£10 / hr	£6 / hr
Multiple classroom use	n/a	n/a	n/a	£59 / hr
Playing field per Match (2 hrs)	£33	£30	£25	£9
Playing Field Seasonal Hire (12 Matches)	n/a	£300	n/a	n/a
Changing Facility per Match (2 hrs)	n/a	£25	n/a	n/a
Changing Facility Seasonal (12 Matches)	n/a	£300	n/a	n/a
Cricket Field /match	£35	£46	£30	£9
Cricket Field / season	n/a	£368	n/a	n/a

Notes:

- 7.1. For usages of sports facilities, where VAT is applicable, VAT is in addition to the charges shown above.
- 7.2. Other specialist facilities and additional equipment may be available at an additional charge.
- 7.3. The governing body reserves the right to charge £20 an hour pro-rata for hirers that lettings over-run by more than 15 minutes
- 7.4. **SUNDAY USE**

Please note that for lettings on a Sunday a supplement of £12 per hour for all groups will be charged to cover staffing costs. This charge will be waived for the hire of the playing field if the letting agreement is only for this facility.

8. Conditions of Hire

- 8.1. The Governors endorse the City Council’s Hire of School Premises Policy and agree to follow the terms and conditions laid out in the document supplied to the school. No member of staff is allowed to vary the terms and conditions on which the school premises are hired to either individuals or organisations. The governors reserve the right to impose additional hire conditions where necessary and will inform Leeds City Council Lettings Unit in writing where these apply, who will ensure any additional conditions are detailed on the hire agreement.
- 8.2. **Please note** that for all lettings due regard and consideration must be given to our neighbours and the School’s car parking facilities must be made full use of when available.

9. Administration of Lettings

The governors recognise 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 Leeds City Council Lettings Unit to receive applications on their behalf, who will then consult with Headteacher and/or Director of Administration and Finance to accept /decline applications for hire of the premises.

All hiring of the schools premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete a letting via the Leeds City Council Lettings Unit before hire of the premises commences. All hirers having

completed a letting receive a copy of the conditions of hire and will hold a legal hire agreement. The hire agreement is a contract which the governors may enforce at law.

10. Security / Safeguarding

The governors are mindful of their responsibility to protect the City Council's assets and safeguard young persons and vulnerable adults using school premises. With regard to security of assets governors would normally insist upon continuous caretaking presence in view of leaving the school vulnerable to theft or damage. However they reserve the right and delegate power to the headteacher to make variations where in his/her judgement continuous caretaking presence is not justified. With regard to safeguarding, governors agree to procedures included in the conditions of hire document.

11. Emergency Procedures

Governors remind all persons/organisations letting the school premises that it is their responsibility to ensure that their users are aware of emergency procedures.

12. Review of Policy

The governors will review the policy each year and the scale of hire charges for the forthcoming year will also be reviewed and updated. This policy was updated on 26 June 2018 and will next be reviewed during the summer term 2019 to set charges for the following academic year.

Appendix 1

External Groups and Activities to be recommended at the Leeds City Council charging rates

All organisations must be voluntary and non-profit making. Those organisations that will be considered as recommended and will pay no more than the recommended rate set by Leeds City Council must meet the following criteria:

- all adults involved with the organisation should be employed in a voluntary capacity and not receive any payment/salary for their time/work (**excluding registered voluntary organisations**)
- any income from subscriptions collected should only be to cover the running costs of the organisation such as insurance, DBS checks, travel and subsidiary expenses, hire fees and purchase of essential kit and equipment.

Any organisation not meeting the above criteria will be considered a commercial organisation and schools can set their own charges that should be a minimum of cost recovery, examples are:

- operating in a business capacity
- limited company
- charging competitive fees for tuition or admission
- income collected results in the retention of profit and/or equipment that can be considered as a resalable asset

<u>Category</u>	<u>Examples of groups included and any Specific criteria</u>	<u>Type of activity covered</u>	<u>Any activity not covered</u>
Voluntary holiday playscheme	Organisation must be registered with and receive grant aid through LCC.	Holiday playscheme for children only	Fundraising/social events / Adult committee meetings
Voluntary youth	Brownies/Guides/Rainbows/Scouts/Cubs/Beavers/majorettes/music, dance & drama clubs/art & craft/brigades/mixed activity. Term time only Monday to Friday.	Children's regular activity / training sessions	Fundraising/social event/ Adult meetings/tournament assessments & grading/ competitions/gala/religious teaching observance.
Special Needs/ disability	Gateway/social and activity clubs. Term time only Monday to Friday.	Groups with only registered disabled participants on role undertaking an activity session.	Respite care Health/rehabilitation sessions linked to health or social care services /Fundraising/social events. Groups granted use of premises free of charge (see group D above): People in Action (WASP club)
<u>Category</u>	<u>Examples of groups included and any Specific criteria</u>	<u>Type of activity covered</u>	<u>Any activity not covered</u>
Under 18 sports	Any sport club affiliated to the relevant national governing body/achieved club mark	Training sessions/ fixtures and matches arranged between 2 single teams	Fundraising/tournaments / galas/competitions/social

	Term time only Monday to Sunday		events/assessments & grading/adult meeting/training/matches.
Supplementary schools	Any school registered with Leeds City Council learning communities team and working towards the national chartermark Term time only Monday to Sunday	Supplementary education for children in either mother tongue languages/ culture or national curriculum	Religious teaching or observance/fundraising/social events
Parish councils	Any registered parish council Term time only Monday to Friday	Committee meetings	Fundraising/social events
Political parties	Any branch of a nationally registered party Term time only Monday to Friday	Committee meetings	Fundraising/social events / campaign meetings for election candidates
Registered Voluntary Organisations	Any organisation that is a registered charity and provides a charity registration number, or evidences that it operates in a charitable manner. Voluntary organisations may pay the staff running the session but are entirely non-profit making. Many will be working in partnership with schools and clusters to deliver extended services and community activities Monday to Sunday term time only	Regular or project based activity/ training sessions Partnership working with clusters and schools/ extended/children's services/ wider community services	Fundraising/social event/ tournaments/assessments & grading/competitions/ gala/religious teaching observance.

Internal groups - to be recommended at the Leeds City Council charging rates

All of the following will have to provide an expenditure code and Z order number at the time of booking. The Lettings Unit will raise an internal invoice on FMS in order for the school to receive payment.

- LCC – Children's Services - Youth programme
- LCC – Leisure and Culture - Leisure classes through SDU
- LCC – Members Services - MP/Cllr surgeries and public meetings
- LCC – Electoral Services - Polling stations
- LCC – all departments - delivering their service/meetings/presentations etc. (Social Services/Highways/ALMO/Neighbourhoods/Housing area management teams)
- LCC- Schools and Education business – individual team's delivering their service/meetings/briefings (Finance/School organisation/Admissions/Communications/IT), Music Centres, Governor Support Services – Governors area meetings

Appendix 2

Definition of Terms

Recommended Lettings: These are lettings that fall within the City Council Policy for favourable charging treatment in their use of schools. The Leeds City Council Policy is set out at appendix 1 of this document.

Commercial Lettings: These comprise all lettings other than those falling under the category of Recommended Lettings. It is expected that these lettings should be charged at full cost to the hirer. Schools may however consider that, although a group or individual falls outside of the categories set out at section 6, it is desirable to ensure that access is affordable for particular individuals or groups and charge less than economic cost.

Charging Policy: Regard must be paid to the legal principles concerning charging for community facilities. Schools should set out in a governor approved Charging Policy what rates they wish to charge hirers of school facilities. In the case of both Recommended and Commercial Lettings schools should operate within the general principle that the use of school facilities by outside bodies should not be at the expense of school activities.

Statutory Users: These users have their right to use a school backed by specific legislation. The only such use of schools is concerned with use for elections- Council, National or European. No rental may be charged by schools but schools can charge expenses in accordance with legislation as follows.

Use for Elections (Polling Stations) – expenses are met by LCC.

The returning officer shall make good any damage done to, and defray any expense incurred by the persons having control over any such room as mentioned above by reason of its being used for the purpose of taking the poll.

Use by candidates for public meetings during elections – expenses are met by candidates.

The candidate shall defray any expenses incurred in preparing, warming, lighting and cleaning the room and providing attendance for the meeting and restoring the room to its usual condition after the meeting; and shall defray any damage done to the room or the premises in which it is situated, or to the furniture, fittings or apparatus in the room or premises.

Use for meetings of Parish and Community Councils, meetings convened by them, or for the administration of public funds on behalf of them – expenses are met by the body concerned.

If, by reason of the use of a room any expense is incurred by persons having control of the room, or any damage is done to the room or the building of which it is part or to its appurtenances, or to the furniture of the room or any teaching aids, the expense or the cost of making good the damage shall be defrayed as an expense of the parish or community council or parish or community meeting.

Use for public meetings to discuss any question relating to allotments under the 1908 Smallholding and Allotments Act – expenses are met by the person(s) calling the meeting.

Any damage done to the room and any expense incurred by the person having control over the room on account of its being so used shall be paid by the persons calling the meeting.