

**DERBYSHIRE LEA**

**SCHOOL PREMISES  
LETTINGS POLICY**

**Dallimore Primary and Nursery School  
January 2022**

## **INTRODUCTION**

Section 42 of the 1986 Education Act provides for the Governing Body of a school with delegated budgets to have control over use of the school's premises **outside school hours**, subject to directions by the Local Education Authority (further details in the 1988 Education Act) and to the statutory requirements of any other Act and having regard to the desirability of use by the local community.

The use of school's premises outside school hours is therefore delegated to Governing Body in accordance with the Education Committee's Regulations for the letting of school premises R9.

The Education Reform Act requires that finances be delegated for statutory school activities i.e Community Education, LEA initiatives etc, and that this delegation is subject to any direction issued by the LEA to maintain community provision.

Care must be taken as to which organisations are let into the school premises and school should ensure access to other areas within school is limited. Special care must be taken when letting rooms out within the school day.

The Dallimore Primary & Nursery School Governing Body has delegated the approval of lettings to the Headteacher, with summaries of lettings use presented to the Governing Body Resources Committee on an annual basis.

## **CATEGORIES OF LETTINGS**

### **a) Governors/School use – Free of Charge**

There will be no charge for Governors' meetings, PTA meetings, extra-curricular activities, staff professional and recreational activities, ex-pupils associations or other school linked activities, but if required appropriate lettings application forms should be completed for all such events so as to ensure full insurance cover.

### **b) Other Lettings to external bodies/ Organisations – Chargeable Lets**

Dallimore Primary & Nursery School will charge for all other lettings outside of school hours.

## **COSTS**

The Headteacher and Governors will determine regular standard services charges such as wrap around childcare fees and approve them in the Charges and Remissions Policy. These fees along with other letting fees should be comparable with the local competition, and appropriate to the type of organisation requesting the let eg) a charity event as opposed to a commercial booking. However this is only guidance and the head teacher and / or the

Governing Board has the discretion to set their own deemed appropriate fees or can follow the LA's guidance below.

The LEA recommends that charges should also take into consideration the following elements:

- i) Energy costs
- ii) Caretaking Fees
- iii) Per Capita costs – attendance
- iv) Computer & Printing Costs
- v) Lettings by non-community/commercial groups
- vi) Excessive cleaning
- vii) Profit Margin
- viii) Wear and Tear
- ix) Other costs

#### i) ENERGY

The “Energy charge per hour” for each area of letting will be reviewed annually and levied at all times of the year irrespective of whether heating is required. No charge shall be made for warming up periods.

#### ii) CARETAKING FEES

These will be applied based upon the Site Manager's hourly rate along with a surcharge of a minimum of 25% per letting to cover National Insurance contributions and other on-costs.

#### iii) PER CAPITA

A per capita cost can be included to cover the cost of items such as water rates, water disposal, insurance and general wear and tear on the fabric of the school will be levied per person attending. This charge will be reviewed annually by the Governing Body. Furthermore, public performances and events involving attendance by the general public as opposed to a club or meeting booking should carry an additional charge per letting (at least £10).

#### iv) COMPUTER AND PRINTER COSTS

Combined computer/printer and printer charges can be levied at an additional cost – including printing, photocopying, scanning and emailing documents.

#### v) LETTINGS BY NON-COMMUNITY/COMMERCIAL GROUPS

A surcharge of up to 50% of the total cost can be applied to lettings of school premises to non-community and commercial groups.

#### vi) EXCESSIVE CLEANING

The School reserves the right to levy an additional charge of 10% of the total fee in the event of excessive cleaning being necessary following a letting.

#### vii) PROFIT MARGIN

A profit margin of at least 5% will be added to all lettings to ensure that the school does not operate at a loss at any time of the year.

#### viii) WEAR AND TEAR

A charge per item will be added to all lettings for which any school equipment is used i.e. dance and drama, sports hall kit etc. This will be used to by the school towards the cost of any repairs or replacements required.

#### ix) OTHER COSTS

Charges for administration and/or for use of any other equipment will be at the discretion of the Governors but in any event will not exceed a maximum (presently 5%) of the whole letting.

It is recommended that the total cost of a particular letting will be the sum of the individual costs for all the above components.

#### ADMINISTRATION

Lettings can be cancelled with at least one month's notice however cancelled lettings with less than one month's notice will attract any charges incurred by the School. DCC Debt recovery procedures will be taken to recover any unpaid debts. Governors will ensure that any costs incurred by the school are recoverable.

The frequency, immediacy and nature of lettings however, are so varied that strict compliance with a particular process is not always possible. In recognition of this the Governing Body will seek to ensure that the process employed will be in the spirit of these published guidelines, but discretion will be given to those operating the process on a day-to-day basis.

## RATES

Fees and charges are reviewed annually by the Governing Board.

## CANCELLATIONS

Cancellation fees will apply as follows:

- Cancellation up to 1 month prior to the booking - no charge
- Cancellation after 1 month – 2 wks prior to booking – 50% of fee
- Cancellation less than 2 weeks - full charge due.

Cancellation charges applied at the discretion of the Head teacher.

## REVIEW

The Governing Body will review the School's Lettings Policy on the publication of any new guidelines from the DCC or every year.

**Policy Reviewed : Jan 2022**  
**Next Review : Spring 1 2023**