

LETTINGS AND LETTINGS CHARGES POLICY

1. Adoption

The Learning & Environment sub group of the Governing body at their meeting on **11th June 2015** have adopted this lettings policy and the scale of charges set out below.

2. Policy Objectives

The governors agree the following principles, namely:-

- (i) that Academy 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) Group A (Voluntary Youth & Community)
- (ii) Group B (Adult & Commercial)

4. Scale of Charges

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

- (i) that Group A users will be charged no more than the set scale of recommended charges identified by Leeds City Council;
- (ii) that consideration has been given to transitional arrangements to be applied to between 1st Nov 2010 and 31st March 2011;
- (iii) that commercial users should be charged at least cost, plus an income margin for the Academy if desired;
- (iv) that charges will be reviewed and published annually.

For the purposes of charging, the Governors have determined to which charging group any individual or organisation belongs. 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 taken place – as detailed in Appendix 1. For the purposes of charging, the Assistant Principal-Extended Services is empowered to determine to which charging group any new individual or organisation belongs subject to annual review by the Governing Body.

The scale of charges relating to the stated categories of users are detailed in table 2. Below. No member of staff is allowed to vary or to deviate from the governors' published charging policy. The governors are constrained by law to apply value added tax to all transactions where this is appropriate. The Governing

Body has the power to use its funding to provide a further subsidy where a particular group is determined by the Governing Body to be making a significant contribution to its extended services provision.

Table 2. Schedule of Charges from 1st September 2016 to 31st August 2017

Facility	Group A Voluntary Youth & Community	Group B Adult & Commercial
Primary School Hall	£12ph	£35ph
Secondary School Hall	£15ph	£42ph
Dinning Hall	£17	£37
6 th Form Cafe	£11	£32
Gym / Dance Studio	£11ph	£37ph
Sports Hall	£15ph	£42ph
Classroom / Meeting room/Library	£10ph	£19ph
Specialist Rooms (including ICT/Construction/Recording Studio and Food Technology* Apple Mac suite* and Lecture Theatre*)	£20/ph	£48/ph
Playing field per Match (2 hrs)	£15	£63
Playing Field Seasonal Hire (12 Matches)	£130	£478
Changing Facility per Match (2 hrs)	£13	£42
Changing Facility Seasonal (12 Matches)	£125	£315
Astro Turf Pitch Full	£18ph	£53ph
Floodlights (full pitch)	£10ph	£12ph
Cricket Field /match	£17	£69ph
Cricket Field / season	£154	£597

***additional charges may be charged for a technician or other appropriate member of staff**

Note: For usages of facilities, where VAT is applicable, VAT is in addition to the charges shown above.

5. Applications for directed or local community status

The Learning and Environment sub-group of the Governing Body having agreed the charges and definitions have delegated their power to determine community status to the Assistant Principal-Extended Services who will exercise discretion on their behalf to determine those organisations that are in addition to any organisation already approved by the Governing Body may also qualify for community letting at Garforth Academy. The outcome of such decisions shall be matter of report to the governing body each term. This does not preclude the Assistant Principal from referring sensitive applications to the full governing body at her discretion.

6. Conditions of Hire

The Governors endorse the above charges and agree to follow the terms and conditions laid out in the Lettings Policy. 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 or their delegated nominee reserve the right to impose additional hire conditions where necessary.

7. 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 Academy premises. Accordingly they have delegated the authority

to the Extended Services Manager to receive applications on their behalf, and to consult with the Assistant Principal –Extended Services to accept /decline applications for hire of the premises.

All hiring of the schools premises shall be properly documented. All hirers **must** complete a Lettings Application Form via the Extended Services Manager before hire of the premises commences. All hirers having completed a Lettings Application Form will also have received 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.

8. Security / Safeguarding

The Governors are mindful of their responsibility to protect the Academy’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 Assistant Principal to make variations where in her judgement continuous caretaking presence is not justified. With regard to safeguarding, governors agree to procedures included in the Conditions of Hire document.

9. 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

Signed.....
Chair of Governors

Date.....

Appendix 1

External Groups and Activities to be charged at the Academy directed or community rates

Organisations should be voluntary and non-profit making or be delivering the Academy's Extended Services offer in agreement with the Academy. Those organisations that will be considered as directed or community will pay no more than the recommended rate set by Leeds City Council.

- Usually, 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**)
- Usually, any income from subscriptions collected should only be to cover the running costs of the organisation such as insurance, DBS's, travel and subsidiary expenses, hire fees and purchase of essential kit and equipment and should not be for payment of staff salaries.

Organisations not meeting the above criteria are likely to be considered as a commercial organisation. These include

- 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 As directed, voluntary youth and community</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 (under 18s)	Brownies / Guides / Rainbows / Scouts / Cubs / Beavers / majorettes / music, dance & drama clubs / art & craft / brigades / mixed activity.	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.	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
Community groups	Neighbourhood watch / local campaign & environment, groups, historical societies / retired citizens activity clubs	Regular activity sessions / committee meetings	Fundraising / social events
Under 18 sports	Any sport club affiliated to the relevant national governing body / achieved clubmark	Training sessions / fixtures and matches arranged between 2 single teams	Fundraising / tournaments / galas / competitions / social events / assessments & grading / adult meeting / training / matches.
Supplementary schools	Any school registered with Ed Leeds learning communities team	Supplementary education for	Religious teaching or observance /

	and working towards the national chartermark	children in either mother tongue languages / culture or national curriculum	fundraising / social events
Political parties	Any branch of a nationally registered party	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	Regular or project based activity / training sessions Partnership working with clusters and schools / extended services / wider community services	Fundraising / social event / tournaments / assessments & grading / competitions / gala / religious teaching observance.

LCC groups - to be recommended at the directed or voluntary youth and community rate

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)
- Education – LEA 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

Directed/Local Community/Other Community Lettings : These are lettings that fall within the Governors' policy for favourable charging treatment in their use of the Academy.

Commercial Lettings : These comprise all lettings other than those falling under the categories above. It is expected that these lettings should be charged at full cost to the hirer. Governors 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 has been paid to the legal principles concerning charging for community use of Academy facilities. The Academy has set out in a governor approved Charging Policy what rates they wish to charge hirers of Academy facilities. In the case of both Directed/Community and Commercial Lettings the Academy will operate within the general principle that the use of Academy facilities by outside bodies should not be at the expense of Academy activities.

Statutory Users : These users have their right to use an Academy backed by specific legislation. No rental may be charged by the Academy but expenses may be charged 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.

(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.)