

# Lettings Policy



Version and Date		Action/Notes	Date Written	Date to be Reviewed
3.0	10.07.18	Approved by Board of Trustees	Reviewed June 18	1 Year – 2019
4.0	09.07.19	Approved by Board of Trustees	Reviewed May 19 for Sept 19	1 Year - 2020

To be read alongside the Lettings Charges, the Terms and Conditions of the Letting Company and the RPA Hiring Academy Premises guidance.

The Board of Trustees of the Enfield Learning Trust believes that schools are a valuable community resource. It is, therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended school's services agenda, we will give priority to the use of premises for educational objectives.

This hiring of school premises at all times outside normal school hours is under the control of the Board of Trustees. This policy sets out the facilities available and the charges.

#### **Lettings Policy:**

A letting is defined as the use of school premises during school hours, evenings, weekends, and school holidays by parties other than the school.

Our lettings policy will aim to:

- ensure that the use of school premises and facilities is effectively co-ordinated and managed
- promote the use of school premises by the wider community
- give priority for established community providers of services for children and young people
- provide a clear statement of charges
- ensure a range of activities for children and young people
- ensure that a letting does not interfere with the primary purpose of the school which is to provide a high-quality education for all its pupils.
- ensure that all activities taking place on school premises reflect the Enfield Learning Trust equalities and safeguarding policies and prevent any extreme views or activities.

#### **Scale of Charges:**

Our charging policy will:

- charge statutory and voluntary and community sector organisations at no more than cost i.e. a 'Community Rate'
- charge commercial private organisations at cost plus an income margin for the school i.e. a 'Commercial Rate'

- at the Chief Executive Officer/ Headteacher's discretion charges be amended to suit the needs of the trust/ school

**Application Process:**

An organisation wishing to hire school premises should, in the first instance, contact the Lettings Agency:

- School Lettings
- Email address: [school-lettings@hotmail.co.uk](mailto:school-lettings@hotmail.co.uk)
- Telephone number: 07854 029622
- Address: 7 Dryden Crescent, Stevenage, Hertfordshire SG2 0JG

The Agency will issue an application form which needs to be completed at least 6 weeks before the date of hire. Consideration can be given to bookings made with less than 6 weeks' notice but if accepted may be subject to a late booking fee.

Where a hirer has any particular complaints about the service or hire they should, in the first instance approach the Letting Agency which will advise them on the procedure to be followed.

**The Hire Agreement:**

The approval of a hire will be confirmed by the Lettings Agency in the invoice which will specify the premises being hired; the nature of the activity or activities taking place; the time and duration of hire; and the cost of the hire.

The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place. The payment will be made directly to the Lettings Agency.

The Headteacher, Chief Executive Officer or the Chair of Trustees has the power to terminate any hire agreement relating to the hire of the school premises.

Signature of Chair of Trustees:	Signature of Chief Executive Officer:
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