



Lettings Policy

Philosophy

Ashcroft High School appreciates the links it has with the extended community and through these, where appropriate, additional funds will be sought to support the income of the school.

Aims

- To ensure the site is available for community use
- To consider the cost effectiveness of availability
- To support continuity of the Ashcroft Youth Club
- To consider and support when practicable the use of the site for local charities
- To generate additional income to the school
- To ensure the site is duly protected for Health & Safety, and is insured for any use
- To consider requests for concessions as applicable under this policy or under separate contractual agreement
- The Business Manager and Business Support Officers to be allowed to negotiate and agree discounts for long term hirers, community groups and charities
- Deposits to the value of £300 or at least one third to be taken for weddings and parties.
- A breakdown of lettings will be available to the Governors via the Premises Committee at their termly meeting.

To achieve our aims we will:

- ensure that appropriate insurance and Health and Safety issues are understood, abided by and agreed by the named person for the letting.
- Ensure that all receipts are banked by the finance office and monies should be paid ideally in advance of lettings and at the very least monthly in arrears.
- Ensure that the Premises Committee will review the lettings rates annually.
- Ensure that all lettings will be planned and entered with the lettings diary following

- receipt of acceptance of application forms.
- Ensure that the Site is under cover by the Site Agent, Caretaker or nominee for the duration of the letting.
- Promote the use of the site facilities to interested parties.
- Provide a quality service from site observation, quotation, final invoicing, and site preparation.
- Arrange for the Business Support Officer (Premises) to explain the policy and Standard Conditions of Hire to the leasee.
- Arrange for The Site Agent or nominee to ensure that the leasee understands the evacuation and emergency procedures in addition to the H & S implications of using parts of the school.
- Non-school social events will not be permitted to smoke in the building, however they will be allowed to smoke outside in the designated smoking area.

Success Criteria

Ashcroft High School will be a Community facility, available for use under the aims and means of this policy.

The Governors will monitor the utilisation of the site.

Approved by Governing Body of Ashcroft High School:	June 2017
Policy Review date:	September 2018
Governors' Committee:	FGB
SLT staff responsible:	Mrs J Ellins
Statutory Policy: Yes / No	Yes