



## 035 Lettings Policy

### Aim of this Policy

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the GB is to support the school in providing the best possible education for its pupils, and any lettings to outside organisations will be considered with this in mind.

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

### Principles of Policy

The Principles on which this policy is based are:

- No person may use the facilities of Moseley School and Sixth Form:
  - to express or promote extremist ideological, religious or political views
  - to express or promote discriminatory views in relation to the protected characteristics listed in the Equality Act 2010
- Moseley School and Sixth Form will not allow the use of its facilities by any group or organisation that is proscribed by HM Government

In deciding whether to allow any group or organisation to make use of its buildings, facilities and property the School will take into account the views, policies and objectives of the group or organisation and may refuse on the grounds that these are incompatible with the policies and objectives of the School. In particular, access will be refused if it appears likely that the proposed activity would promote extremist ideological, political or religious beliefs.

### Definition of a letting

A letting may be defined as "any use of the school premises (buildings, grounds and sports facilities) by either a community group, or a commercial organisation. A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its students. Lease arrangements are subject to a separate agreement.

### Core Roles and Responsibilities

#### Governors

The Governing Body is responsible for setting charges for the letting of the school premises. A charge should be levied which cover the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking & cleaning, sports staff) including 'on – costs')
- Cost of administration
- Cost of 'wear and tear'
- Cost of use of school equipment (if applicable)
- Profit element (if appropriate)

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.



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The specific charge levied for each letting will be reviewed no less than annually by the Site & Finance Committee. This review will preferably take place during the spring term, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed.

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

The Governing Body has the right to refuse an application, and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing.

The Governors will ensure that all members of the Governing Body are aware of this policy and they will monitor the effective implementation of this policy.

### Headteacher

The Headteacher is responsible for the management of lettings, in accordance with this policy. Where appropriate, the Headteacher may delegate all or part of the responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate, they will consult with the Chair of the Site & Finance Committee.

### Administration

Organisations seeking to hire the school premises should approach the Facilities and Administration Manager who will identify their requirements and clarify the facilities available.

Organisations seeking to hire the school sports centre facilities should approach the Community Sports Facilities Manager who will identify their requirements and clarify the facilities available.

### There is a Lettings Procedure document that supports the delivery of this policy

This policy operates in accordance with the schools published Equality Policy.

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| <b>Reviewed by:</b>         | <b>Site and Finance Committee</b> |
| <b>Date:</b>                | <b>October 2018</b>               |
| <b>Date of next review:</b> | <b>October 2021</b>               |