



# Lettings Policy

Policy Name:	Lettings Policy			Review Date:	Every 3 Years 20/05/2021
Presented to the Resources Committee:	Date: 21/05/2018	Adopted by the Full Governing Body:	Date: 28/06/2018	Chair of Governors Signature:	

## **Rationale**

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

The school's delegated budget (which is provided for the education of its students) cannot 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.

The school has chosen an external lettings agency to manage the site, bookings and marketing of community lettings. This will help to increase the school's income from lettings, as well as offer the community a professionally managed facility that they can get the most from.

## **Purposes**

1. To provide clear guidance on lettings and the hire of the school premises and equipment.
2. To enable community and lifelong learning access to the school site and premises.
3. To promote the use of school facilities by the wider community.
4. To safeguard the interests of Queen's Park High School.
5. To ensure that the out of hours use of the school site is not subsidised by the school budget.
6. Hire charges are reviewed with the external lettings agency annually and current charges are available directly from them.

## **Guidelines**

All hire must go through the external lettings agency and are bound by their terms and conditions.

The school reserves the right to refuse any lettings it may choose, as well as cancelling lettings for school events taking place on an evening, weekend or school holiday.

The Support Operations Manager is responsible for liaising with the external lettings agency, to ensure that external lettings do not impact on the school day as well as gaining the maximum income possible.

Queen's Park High School are currently in a contract with School Lettings Solutions (SLS), to act as the external lettings agency. This is a 3 year contract which expires on 31<sup>st</sup> August 2019. Income is shared between SLS and Queen's Park High School:

Year 1 50/50 split

Year 2 55/45 split in favour of Queen's Park High School

Year 3 60/40 split in favour of Queen's Park High School

Any subsequent years will see a 60/40 split in favour of Queen's Park High School.

External lettings agency promotional flyer (including price list), full terms and conditions and booking forms are included in the appendix.

### **Conclusion**

The Lettings Policy will be reviewed every three years.

### **Appendix**

- Appendix 1: SLS – Queen’s Park High School Booking Form

## Appendix 1

Good Afternoon,

I have attached below all the information required to set you up as a client. We only need this at the start, once you are set up it will be a simple confirmation process each time you book.

All boxes with an \* must be completed in full before the booking can be put on the system. Please copy and paste a completed template, **along with a copy of your up to date Public (not Employers) Liability Insurance Certificate**, and send back to me as soon as possible;

1. Full Name	*
2. Club/group name	*
3. Address	*
4. Postcode	*
5. Email	*
6. Tel (mobile)	*
7. What day/s do you wish to book?	*
8. What time/s do you wish to book? Please include set up/down time	*
9. What area/s do you wish to book	*
10. When do you wish to start your booking?	*
11. When do you wish your booking to end? If you wish to book all year around please put 52 weeks	Dates From: Until: Excluding: (e.g. Bank Holidays):
12. Who will be paying?  Name, address and email details.	*
12) Copy of your	*

<b>insurance if applicable (A picture or scan via email is fine)</b>	
<b>13) Electronic Copies of any promo materials you have or would you like us to design a flyer for you (FREE)? (we can then start to promote for you)</b>	

We also offer free promo support to all clubs and groups who use us if you are interested? See below:

- 1) Free graphic design
- 2) You can put banners up at the school
- 3) You can put posters up in school (we will do that for you)
- 4) Give flyers out to school kids/parents/staff/users of the school
- 5) Put it out on all our social media FB/Twitter
- 6) Email to our large email list of local people, stakeholders, business, clubs etc.
- 7) Go live on our dedicated lettings site for the school under the whats on guide.

Let me know if you are interested in the above, get in touch on the number below.

Kind regards