



Pontypridd High School

Lettings Policy

September 2018

*'Learning and achieving together'
'Dysgu a chyflawni gyda'n gilydd'*

Lettings Policy

Date of policy:	September 2018
Adopted:	26 th June 2018 Finance Committee Meeting
To be reviewed:	September 2019
Member of staff responsible:	Bursar, Mrs C Cook
Committee Responsible:	Finance

PRINCIPLES

Pontypridd High School 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 this Policy is to support the school in providing the best possible education for its students and any lettings of the premises will be considered with this in mind.

The school's delegated budget 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 (to be reviewed annually by the Governing Body – Appendix 1).

PURPOSE

To ensure that the use of school premises and facilities is properly co-ordinated and events supported appropriately.

To promote the use of school facilities by the wider community.

To ensure that the out of hours use of school site is not subsidised by the school budget.

DEFINITION OF A LETTING

A letting may be defined as any use of the school premise (building and grounds) outside normal school hours (for the purpose of this Lettings Policy this is defined as no earlier than 4pm, at weekends or during holiday periods) by either:

- A community group such as a local music group, theatre group or sports team
- An individual or group of individuals
- Other events organised by members of Pontypridd High School staff. This will include, but is not limited to, exhibitions and sports events.

A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its students. Use of the premises for activities such as staff meetings, parent's evenings, Governing Body meetings and extra-curricular activities of Pontypridd High School students supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore legitimate charge against the school's delegated budget.

All lettings (including those mentioned in this Policy Statement) out of normal school hours must be booked through the central booking which is co-ordinated by the school's Admin Assistant. (Appendix 2)

MANAGEMENT AND ADMINISTRATION OF LETTINGS

The school's Finance and Support Services Manager is responsible overall for the management of lettings; the Admin Assistant has responsibility for the day-to day management of the school lettings and the Finance Officer will complete a monthly audit of all invoices raised for lettings, ensuring all lettings have been charged for and that VAT is correctly accounted for where appropriate. The Headteacher will provide written confirmation to all organisations wishing to use the school's premises prior to any lettings (Appendix 3).

PRIORITY OF USAGE

All use of school facilities (including those mentioned in this Policy Statement) out of normal school hours must be booked through the central booking system which is co-ordinated by the Admin Assistant. In the event that there is a simultaneous request for the same facility the following priority of usage principles will apply:

Priority One

Activities directly related to the educational development of Pontypridd High School students including but not limited to:

- Pontypridd High School theatre productions and rehearsals
- School Choir rehearsals
- Parent's Evenings
- Open Evenings

- Governor's Meetings

Priority Two

Fee paying organisations whose booking request has been confirmed in writing.

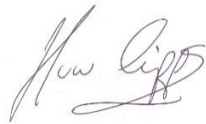
Priority Three

Activities co-ordinated by members of Pontypridd High School staff but not directly related to the academic achievement of its students including but not limited to:

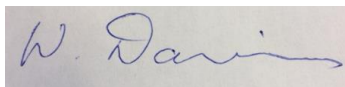
- External Theatre Productions
- External Music Events
- External Sports Events
- Exhibitions

Whilst every effort will be made to accommodate Priority One events, those booked at late notice may be refused by the Finance and Support Services Manager, in consultation with the Headteacher, if it is likely to compromise the good name of Pontypridd High School with outside organisations who have booked the use of our facilities in good faith.

Approved by:



Mr H Cripps, Headteacher



Mr W Davies, Chair of Governors

APPENDIX 1

Charges – Lettings

September 2018 to August 2019

Hire of School Hall	£25.00/hour
Hire of School Gym	£25.00/hour
Hire of Sports Hall	£25.00/hour
Hire of Drama Studio	£20.00/hour
Hire of Training Room	£20.00/hour
Hire of Classroom	£15.00/hour

Tea/Coffee charges at an extra cost of £2.00/head

Caretaking costs (hourly) will be charged for any lettings outside of school hours. This cost is in addition to any room hire charge

The above costs are exclusive of VAT

APPENDIX 2

Dear Sir/Madam

Re: Hire of Premises at Pontypridd High School

Please find enclosed an application form for the hiring of premises at Pontypridd High School for the academic year 2018/19.

All bookings will be subject to VAT unless your requirements meet the VAT exemption conditions, details of which are attached. If your club meets these conditions please complete the VAT exemption form and return with your application form.

Completed application forms should be returned to Pontypridd High School at the above address by _____. Alternatively you can email completed forms to cleatona@pontyhigh.co.uk. An electronic copy of the application form is available on request.

As always, time slots are allocated on a first-come, first-served basis and whilst we will try our best to accommodate all requests, your first choice may not always be available.

Please do not hesitate to contact me if you require any further information.

Yours faithfully

Amanda Cleaton (Ms)
Administration Assistant

Use of Premises Application Form

Name of Body/Club: _____

Contact Name: _____

Invoice Address: _____

Post Code: _____

Telephone: _____ Mobile: _____

Email: _____

Membership

Number of Participants: _____ Age Range: _____

Premises Required: (Please Circle)

Hall Conference Room Albion Sports Hall Gym

Purpose Accommodation Required for: _____

Singular or Regular Use: _____

Dates from which use is required:

From: _____ To: _____

Day of Week and time required: _____

Times from: _____ To: _____

Do you have any other requirements _____

I will comply with the terms and conditions stated overleaf:

Signed: _____ Date: _____

Terms and Conditions

Please note the following terms and conditions which are applicable to the hiring of premises at Pontypridd High School:

- All cancellations must be made at least 24 hours prior to any booking, all charges will remain payable if this cancellation notice is not adhered to
- Invoices will be raised monthly. Payments can be made by cash or cheque during school hours. Cheques are to be made payable to Pontypridd High School
- Failure to pay within 21 days may result in the hire agreement being cancelled
- Use of premises is limited to term-time only unless agreed otherwise
- All damages must be paid for by the Hirer
- Indemnity insurance must be provided by the Hirer
- Individual Clubs with members under the age of 18 are responsible for ensuring all their staff have a valid enhanced DBS certificate

VAT Exemption Conditions – Block Booking

The block booking you make with Pontypridd High School, may, under very exact circumstances, be exempt from VAT. However, the onus will be on your organisation to comply with the following conditions imposed by HM's Revenues and Customs if you wish to claim a VAT exemption.

Conditions which HAVE to be met to allow a block booking to be treated as VAT exempt:

1. The booking must consist of at least 10 lets.
2. Each session must be for the same sport or activity.
3. Each session is to be held at the same venue, although different pitches, courts etc at the site are allowable.
4. The interval between each let is to be at least 1 day but not more than 14 days. Please note that there is no exception for intervals that exceed 14 days through closure of the centre for bank holidays.
5. All lets referred to on the original booking must be paid for in full, whether or not the organisation actually turns up on any particular occasion. Please note that there is no cancellation facility permitted by Her Majesty's Revenues and Customs other than where the school cancel due to adverse weather conditions or due to unforeseen non-availability of the facility.
6. The facilities must be let exclusively to the hirer during the periods of hire.
7. The club must sign up to a formal agreement with the establishment concerned and the agreement must specify the dates and times of lets covered.
8. The hirer must be a club, school, association or organisation representing affiliated clubs or constituent association i.e. a league.

In order to comply with conditions, the organisation MUST sign and return the attached contract.

Failure to comply with all of the above conditions throughout the period of the agreement will result in the whole series of lets being regarded as VAT standard rated. In these circumstances, the club will be liable to the additional VAT charged.

Please note, additional dates not specifically quoted in the original contract at the time of booking will be VAT standard unless they are part of a new series of lets that in themselves, meet all the conditions for VAT exemption.

VAT Exemption Contract for Block Booking

Dear Sir/Madam

The (1)

.....

which is affiliated/associated with (2)

.....

.....

for the period (3)

.....

.....

for the hire of (4)

.....

.....

agrees to comply with all the conditions set out in the attached guidance and contracts to pay for all of the lets referred to above. The club acknowledges that failure to comply with all the conditions will mean that the club will incur a VAT charge on the whole series of lets.

Yours faithfully

Secretary

Date:

Chair

Date:

- (1) Enter the name of the organisation
- (2) Enter the body to which the organisation is affiliated or associated
- (3) Enter actual dates and times the let is required
- (4) Enter a precise description of the facilities being hired

Pontypridd High School Block Booking VAT Checklist

Establishment: _____

Hiring Organisation: _____

- Does the booking consist of at least 10 lets?
- Are the sessions for the same sport or activity?
- Are the sessions to be held at the same venue?
- Is the interval between the lets more than 1 day but not more than 14 days?
- Have the lets been paid for in full?
- Are the facilities let exclusively to the hirer?
- Has a booking contract been signed?
- Is the booking to a club, non-RCT school, association or affiliated club?
- Have we received proof of the above?

Signed: _____

Date: _____

Dear

Confirmation of Hiring of School Premises

I am pleased to confirm that your application to hire the School's _____ has been approved and confirmation details are attached.

Please check the attached details and if you have any queries do hesitate to contact the school.

Yours sincerely

Huw Cripps
HEADTEACHER

Enc

Confirmation of Hiring of School Premises

Name of Body/Club:

Premises required:

Dates:

Times:

Price:

Please note the following:

- All cancellations must be made at least 24 hours prior to any booking, all charges will remain payable if this cancellation notice is not adhered to
- Invoices will be raised monthly. Payments can be made by cash or cheque during school hours. Cheques are to be made payable to Pontypridd High School
- Failure to pay within 21 days may result in the hire agreement being cancelled
- Use of premises is limited to term-time only unless agreed otherwise
- All damages must be paid for by the Hirer
- Indemnity insurance must be provided by the Hirer.