



**Pontypridd High School**

# **Lettings Policy**

**September 2019**

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

## Lettings Policy

Date of policy:	September 2019
Adopted:	26th June 2018, Finance Committee Meeting Reviewed : 4 <sup>th</sup> June 2019, Finance Committee Meeting
To be reviewed:	Summer 2020
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.

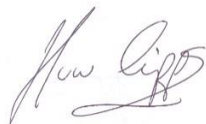
### **Priority Three**

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:

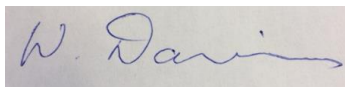
- External Theatre Productions
- External Music Events
- External Sports Events
- Exhibitions

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 2019 to August 2020

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

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 2019/2020.

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](mailto: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



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

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## **Confirmation of Hiring of School Premises**

Name of Body/Club:

Premises required:

Dates:

Times:

Price:

Please note the following:

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