



CHRISTLETON HIGH SCHOOL

LETTINGS INCOME POLICY

1. The Governing Body sets and approves the scale of charges for lettings and/or for the use of facilities. Free use and charges below economic cost should be unusual and authorised only by the Academy Business Director on an individual basis.
2. The Site Manager is responsible for all lettings. The Finance Officer will undertake all administration including detailed records of each letting.
3. Applicants are to be sent an application form (Annex A), together with a copy of terms and conditions, and a list of charges (Annex B). On receipt of both the completed application, and a copy of the applicants' public liability insurance the letting may progress at the discretion of the Academy Business Director. If the letting is not to take place, the applicant is to be advised in writing.
4. If the letting is to proceed, the Site Manager notifies the Academy Business Director and the Finance Officer and passes over the documentation. The Finance Officer then raises and sends an invoice to County who are responsible for debt collection on behalf of the school.
5. Income from lettings is to be credited to the Public Funds Account.
6. The maximum period for any letting is limited to twelve months.
7. A damage retention charge may be made for certain events. This refundable charge is to be paid in addition to and at the same time as the letting charge.

Approved by the Governing Body on 25 November 2010.

Reviewed by JG September 2011.

Reviewed by NRF July 2014.

Approved by the Governing Body on 24 March 2015.

Approved by the Governing Body on 27 June 2017.

Reviewed by NRF December 2019.

Reviewed by NRF August 2020.

Annex A to Lettings Income Policy

APPLICATION FOR HIRE OF FACILITIES

Please complete in BLOCK CAPITALS and return to the Site Manager at the school with a copy of the Insurance Policy

Name of Group/Club/Organisation/Person	
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Contact details : Name	
Address:	

Telephone No. (day)	(evening)
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Fax No:	Email:
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Person responsible for the accounts (if different from above) : Name	
Address:	

Telephone No. (day)	(evening)
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Fax No:	Email:
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Day(s) and date(s) required	
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Block Booking, first date required	
last date required	

Time required. From	To
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Age range of users (please circle).	Under 13	13 - 18	over 18
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If your group is of 16 years or under has your instructor/coach/supervisor been db / Criminal Records Bureau checked Yes / No

If "yes" please provide a photocopy of current certificate.
 If "no" we can no longer continue your booking until the appropriate certificate is gained and seen.

Facility required (tick boxes or state number)

GYMNASIUM		CLASS ROOM (number of rooms required)	
CHANGING ROOM(S)		CONFERENCE ROOM	
HALL		ICT SUITE	
OTHER ROOMS OR EQUIPMENT			
		Insurance arranged by School?	

Purpose of Hire	
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If you are using any electric equipment has it been electrically tested. Yes / No

DECLARATION

I hereby apply on behalf of the above named Group/Club/Organisation/Person for the hire of the accommodation specified. I have read and understood the conditions and regulations for hire of the facilities and agree to abide by the requirements stated therein. I undertake to pay all necessary hire charges no later than 7 days prior to the first day of use.

DAMAGE TO PREMISES AND INSURANCE

I/we certify that I/we, will be directly responsible to the Headteacher and the Governors of Christleton High School for the proper use of the school premises and will reimburse the Academy for all expenses incurred in reinstating any damage to the premises, furniture, equipment, playing fields or any other property caused by the letting or by any person admitted to the premises by me/us.

I/we certify that I/we have Public Liability Insurance (indemnity level £10m for any one claim) to cover any claims for injury or damage that arise from my/our members or others as a result of any negligence in the way I/we run our activities, and that I/we shall produce such policy to the Academy if called to do so. The letting will not proceed until the school has had sight of the policy or School Insurance has been requested.

Signed	Date
Name in Block Capitals	

Details of the person who will be responsible for supervision during the whole of the period of the letting.	Name
Address:	
Contact Telephone Numbers :	

Annex B to Lettings Income Policy

Charges and Terms and Conditions

- Charges are hourly based.
- A cancellation charge will be made in the event of inadequate notice (24 hours) being given.
- Lettings are to finish promptly at the agreed time.
- Over-runs will be charged at double rate and will be due immediately.
- A cleaning cost may be charged, depending upon the nature of the event.
- Any damage retention charge made is payable at the same time as the letting charge; this charge is refundable in full if there is no loss or damage.
- If Public Liability Insurance is to be purchased from the school, the charge is 10% of the total letting charge per event.

	Hourly Rate
Hall	£35.00
Classroom	£25.00
ICT Suite	£30.00
Gymnasium	£35.00
Changing Room	£25.00
Dining Rooms	£35.00
Lecture Theatre	£35.00
On cost for Weekend & Bank Holidays	£10.00
Note : Sports facilities (including the 3G pitch) are let by the Sports Centre	

Additional Letting Costs: (per event)

Piano	£15.00
Sound Equipment	£30.00
Stage Lighting	£75.00
Audio Visual Equipment	Nil
Operator's Fee	£20.00 / hour

Discretionary Charges:

Damage Retention Charge	£50.00 (minor event) £150.00 (major event)
Cleaning Charge	£25.00 (minor event) £50.00 (major event)
Insurance Charges	10% of the Total Letting charge