



# **PRINCE OF WALES PRIMARY SCHOOL** **LETTINGS POLICY STATEMENT**

## **Adoption:**

The School Governors have adopted this Lettings policy with the scale of charges as set out below.

## **Policy Objectives:**

- (i) The school premises represent a significant capital investment and should be fully utilised
- (ii) The school premises are valuable as a community resource
- (iii) A profit margin would be welcome when derived from private or commercial usage but is not the objective when facilitating educational activity by designated users

## **Conditions of Hire:**

All Lettings are managed by the school and all enquiries should be directed to the school office or the School Business Manager on 01992 762 840.

The school will :

- Act as first point of contact for current and prospective hirers
- Confirm bookings
- Advise on Health and Safety aspects of the hiring of school facilities
- Ensure compliance by hirers with the Children's Act 1989
- Ensure compliance with VAT charges and regulations
- Ensure compliance with licensing laws
- Manage payments from hirers
- Handle cases of non-payment working with the Council's Legal department for recovery where appropriate
- Handle disputes and complaints

## **Current Charges and Lettings:**

As of 1<sup>st</sup> October 2021, usual hire charge for school halls or the field/playgrounds during school hours is £20 per hour, but the Head Teacher may agree a nominal charge.

The usual hire charge for school halls or the field/playgrounds outside of school hours is £50 per hour. As above, the Head Teacher may agree a nominal charge.

Organisations/groups which are interested in hiring our premises to run extra-curricular clubs/activities which can be accessed by our pupils, and which will provide them with enhanced opportunities for education and/or enrichment, can be offered room hire at a discounted rate (currently £15 per hour, excluding any applicable VAT). However, the School reserves the right to charge a higher amount based on the number of pupils attending, especially if a charge is being levied by the organiser per child for entry. Applications will be considered on a case-by-case basis.

School hours are classed as 8.00am to 4.00pm, Monday to Friday, during school term times.

London Borough of Enfield are permitted to hire the round hall for any elections at rate of £350 for the day.

### **Lettings Documentation:**

All formal hiring of the school's premises, including those for which no charge is made shall be properly documented. All hirers **must** complete a Lettings Agreement available from the school office at the time of request and are to receive a copy of the conditions of hire. The form must be fully completed giving details of hirer's insurance cover plus addresses and proposed dates of hire. The hire agreement is a contract which the governors may enforce by law.

### **Value Added Tax:**

The school will apply value added tax (VAT) to all transactions where this is appropriate, in accordance with the law. VAT will be charged for sports lettings which take place in either the square hall, the round hall or the caged playground area. As these have fixed sports equipment, they are classed as designated sports facilities and are thus subject to VAT. However, companies booking 10 or more sessions within one letting spanning one financial year do not have to be charged VAT, even if they are using the facilities for sport. Companies using our facilities for sport for a one-off hire, or for sessions numbering up to 9, will be charged VAT. It is important that the sessions run no less than 1 full day apart and no more than 14 days apart. If there is a gap between any of the sessions exceeding 14 days, then VAT will be charged.

Where additional facilities are required beyond room/hall hire (e.g., ICT equipment, refreshments, lighting and sound equipment), hirers should be aware that VAT will be charged on these lettings. In some circumstances, depending on the type and volume of the additional facilities required, VAT may be charged on the entire let, not just on the extra supplies since these extras are sufficient to become the main supply.

A supply of storage facilities ONLY, will always have VAT charged.

Lets to the Local Authority, and other maintained schools/Council departments which fall under Enfield Council's VAT Registration will not be charged VAT regardless of what is included since this is considered to be internal trading.

### **Payment methods:**

Payments are collected by the School via invoice and the agreed amount will be paid directly into the school bank account or via cheque. (Please note that bank transfer is our preferred payment method.)

### **Security:**

The site manager will be available on site during any letting that is taking place.

### **Review of Policy:**

The Governors will review the policy each year in the autumn term (or as and when changes need to be made) and the scale of hire charges for the coming year will also be reviewed and updated.