



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 1st 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.

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 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.

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.

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 and the scale of hire charges for the coming year will also be reviewed and updated.