

Finance Handbook

Appendix 8 Lettings Policy

Title	Finance Handbook
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Approved by	Trustees
Issue date	December 2022
Review date	March 2024
Links to other procedures	<p>This policy has been adopted by the Board of Directors of the South York Multi Academy Trust and applies to all schools that make up the Trust. This policy applies to each school operating within the South York Multi- Academy Trust.</p> <p>This policy will be monitored regularly by the Multi Academy Trust Board in line with the agreed timetable for policy review or sooner as events or legislation changes require.</p>

Appendix 8

Lettings Policy

South York Multi Academy Trust 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 the Multi Academy Trust is to support the schools in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

In addition to this, whilst the decision on lettings should be taken at Local level by School Management and Local Governing Body, lettings which have the potential to bring the reputation of the MAT into disrepute should not be permitted – if the Local Governing Body is unsure whether this would be the case this should be referred to the Trust Board.

The school's budget (which is provided for the education of its pupils) will not 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.

As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

Definition of a Letting

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's budget.

Types of Lettings

Single lettings are those where an individual or organisation wishes to hire facilities on a one off basis, these lettings should still be subject to a formal lettings agreement and follow the same principles as a continuous letting.

Continuous lettings are those that run for a number of weeks or terms.

Letting Agreement

All lettings (even those where no charge is made) must be subject to a letting agreement, this will detail the terms of the letting and must be signed by both the school and the hirer.

A letting should only be confirmed as accepted when a signed letting agreement is in place. Any amendments to an agreement will require a new agreement form to be signed.

Charges for a Letting

The Local Governing Body in agreement with the MAT Board is responsible for setting charges for the letting of the school premises.