

Honywood Community Science School – Lettings Policy

1. Introduction

Honywood Community Science School (Honywood) is an integral part of the local Community. The Governing Body is keen to see that the premises at Honnywood are used for the benefit of the whole local community. The education of children is the prime purpose of the School. However, we believe education is a life-long process which should be open and accessible to all. This guidance outlines the policy of Honnywood with regard to letting. It sets out the facilities available, the charges and the responsibilities of the Governing Body and the users when the School premises are hired.

2. Purpose

- To further integrate the School into the local community.
- To increase opportunities for physical, educational and community activities amongst school age children and the wider community in the local area.
- To support the development of social inclusion to all members of the community by providing facilities for hire which are welcoming and accessible to all members of the community.
- To confirm a scale of charges and generate an income for Honnywood.

3. Hirers

a) Statutory Hirers

Where it is established by statute that the School premises must be used, then other priorities must stand aside. This does not preclude the Governing Body from setting a realistic letting charge to cover their costs. Statutory usage will be:

- Use of premises by polling stations when an election (local or parliamentary) has been declared.
- Official meetings of the Parish or Parochial Councils.
- Any other statutory purpose which may arise.

b) Private Hirers

This group is likely to be the largest to use the School facilities. The Governing Body wishes to encourage use by local community groups and charities and reduced concessionary charges will apply to these groups. Community Hirers will be:

- Group A: Non-profit making organisations who are providing activities for U18s in the local community
- Group B: Adult Users who are non-profit making
- Group C: Development Partnerships may be formed between identified non-profit making organisations and the school.

c) Commercial Hirers

Where the School is being hired for commercial purposes preferred minimum notice of booking is 3 months – prices on application according to requirements.

d) Concessionary Hirers

Those hirers from Group A who meet the following criteria may, on application, qualify for a discount.

- Registered Charity (and confirm their Registration Number); or provide a copy of their constitution
- Hire of designated facility for at least 2 consecutive hours on the same night
- Weekly block booking minimum of 10 weeks per term

School events will take precedence over hirers' lets, according to the School Calendar, e.g. Open Evenings, Parents' evenings, Drama/Music productions, etc.

4. Basis of Charges

In setting charges, the following have been considered:

- The variable costs per square metre per hour of providing a particular space
- Specific costs relating to that particular facility
- The charges made for similar facilities locally

Charges will be reviewed Spring Term for application the following September for the new academic year.

With increased usage, it is anticipated that income received will cover variable and specific costs per hour. Caretaking costs outside of normal operating times will be charged inclusive of employers 'on costs'. Minimum one hour charge applied.

The School budget will not subsidise non School activities.

5. VAT

Honywood Community Science School does not meet the criteria for VAT registration and therefore VAT is not added to our Lettings Charges. However, this is under regular review. Should the School be registered for Business VAT, then the charging of VAT will be applied as under VAT Notice 742, summarised as follows:

- Each period is for the same activity carried out at the same place
- The period between each let is no less than one day and not more than 14 days
- Payment is required for the whole series of lets and is evidenced by a written agreement
- The use has exclusive use of the facilities (i.e. Small Sports Hall)

6. Legislative considerations

The Equality Act 2010 applies throughout this policy and will be adhered to throughout all stages of our lettings procedures.

Having regard to our duty under the Equality Act 2010 (but without prejudice to our duties under the Representation of the People Act 1983) the Governing Body will not let the School premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations.

In deciding whether or not to let our premises, the Governing Body will also consider any effects on neighbouring premises that may arise as a result of accepting the booking.

We will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions are clearly stated in our Conditions of Usage and Booking procedures documents, which will be sent out with all application forms.

The final decision on compliance lies with the Governing Body.

7. Procedures

The booking form, terms and conditions of hire, charging structure and hirer's induction sheet are attached to this policy.