

MAGDALEN COLLEGE SCHOOL

LETTINGS & CHARGING POLICY

Non-Statutory Policy – Biennial Review

GOVERNORS' FINANCE & RESOURCES COMMITTEE

Date next due for review by committee	Reviewed by committee	Any Changes YES/NO	Approved by Full Governors
	4 Nov 2008	No	Reported 7 July 2009
November 2010	12 Oct 2010	No	n/a
October 2012	23 Oct 2012	Yes	To go back to committee
June 2013	22 Oct 2013 (updated policy)	Yes	10 December 2013
October 2015	22 Sept 2015	Yes	1 December 2015
October 2017	7 March 2017	Yes	Updated in line with appointment of external management company effective 1 May 2017. Adopted by committee 7 March 2017
October 2019	12 Nov 2019	No	Adopted by committee 12 Nov 19
October 2021	15 Nov 2021	Yes	Adopted by committee 15 Nov 2021
October 2023	4 June 2024		

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LETTINGS & CHARGING POLICY

Rationale:

The Trustees control the use of the premises and facilities out of standard school hours and encourages the use of the academy's facilities by the community and others. The academy manages all out of school activities and lettings via a managing letting company, oversee in the academy by the Facilities Manager.

Aims:

The Trustees wish to actively seek to provide out of school learning opportunities, which may be for students, for the community or for both groups simultaneously.

Promotion of the academy is encouraged within the local community, developing good relationships both with organisations and individuals. The academy's Marketing & Communications Officer promotes the academy through social media and the academy's website

The Trustees also see the academy's facilities, buildings and grounds as a valuable resource, which can be made available to the community and other groups / organisations to hire providing that use is not contrary to the aims, objectives and ethos of the academy.

The academy maximises income from the letting of the premises and facilities. Purposes of hire for regular and occasional use may include:

- Sports and fitness activities
- Training and education
- School reunions
- Amateur dramatics
- Exhibitions
- Meeting, forums etc.
- Community Events
- Weddings

The Governing Body and Trustees reserve the right to refuse access to an organisation that it feels does not have the vision, ethos and values of the academy or may suggest support from the Trustees/ governing body for one stance over another (e.g. political).

Income Generation

The academy, through its letting's agent charges each hirer in advance for the use of the premises according to the published charges

The income forms part of the non-restricted income the academy can re-invest as a contribution to the provision of educational resources. The academy is responsible for some expenses incurred from the operation of lettings which are offset through the income received.

Booking Times

Times normally available for regular hire are as follows: -

Monday to Thursday	15.45 till 21.00
Friday	15.45 till 21:00
Saturday	8am – 10pm
Sunday	8am – 10pm
School Holiday Times/Bank Holiday	by arrangement

The premises may be hired later in the evening on an occasional basis subject to prior agreement.

Management and Administration

Business Manager is responsible for:

- The efficient and cost-effective management of all aspects of the contract relating to the external lettings organisation.
- Advising Trustees of any unusual or potentially controversial bookings.
- Reviewing and developing the "Lettings Policy" in conjunction with the Trustees.
- Ensuring that each Hirer has the required Public Liability insurance in place that identifies the academy against loss.
- Ensuring that each Hirer has complied with the academy's term and conditions and have signed our Hire agreement before the hire takes place

Charges to Hirers

Charges are determined through due diligence with similar and comparable school lettings. Hirers are required to pay in advance of letting commencing