

PENRYN COLLEGE

Lettings Policy

Approved by: Governors Finance & Premises Committee – February 2018

Responsible SLT member: DBDO

To be reviewed: February 2019

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Penryn College accepts the importance of its role as a central part of the community it serves. We have a clear framework, which provides for the community use of College facilities beyond school hours.

Principles

- Our main business is educating children.
- The money we receive in the school budget is to fund this and the associated activities.
- The school cannot subsidise lettings (this includes providing staffing, security, energy and cleaning). If we are providing services that cost us money without getting the full cost back then we are subsidising the event.
- School requirements (including examinations) take priority over lettings but the school will ensure as much notice is given as possible (1 month) to any regular bookings if they need to be rearranged or cancelled for a school event.
- Payment must be received at the time of booking.
- Prices of hire will be reviewed by the Finance and Premises Committee as part of the budget cycle so hirers receive notice of any changes for the following September.
- The College reserve the right to refuse any application to hire facilities without reason to the hirer if they feel such a letting is not in the interest of the school.

Protocols for handling applications

Standard applications for lettings:

1. all bookings must have a correctly completed Hire Form; and
2. the lettings administrator checks the form and payment and if all correct confirms the hire.

Request for a letting on a Sunday or outside lettings times.

- One off events need to be considered individually by the Lettings' working group when a request is received.
- The individual request of each event means this consideration can take some time (out of normal working hours, staffing, security, refreshments, AV lighting and sound, ICT etc) but a response should be guaranteed within one month of the receipt of the request.
- The cost of the event must be calculated realistically including security of the building, opening, closing, staffing, energy costs and cleaning and the event must be booked with adequate time to make sure we can arrange everything and that the event is managed and insured properly.
- If costs are high or unaffordable, we should look at offering alternatives to make the event cheaper and offer the user different options such as times more convenient for staffing/sharing staffing with other events, cheaper venue, less use of expensive equipment etc.

Requests for charity events.

- We raise money for charities in school.
- The same principle applies that we cannot subsidise charity events by using our education budget.
- Our budgets are being reduced and we need to make cost savings ourselves. The building is expensive to run and maintain.
- The person wishing to put on the charity event needs to cover the costs of the event themselves and perhaps ask the charity itself to support them in their organisation of the event.

Requests for concessions.

- There is an agreed criterion for concessions where a maximum of 15% concession is available to groups establishing pathways to community clubs for young people.
- Requests for concessions must be received the term before they are required.
- Any request for a concession that does not meet this criterion, or a concession that meets the criterion but requests more than 15% are referred to the Governors Lettings group for decision.

Ticketed events requested free.

- Events, normally performances, that are requested as 'free' with the school taking the ticket money to cover costs should not be agreed.
- The school is not in a situation to accept the risk of covering the cost by ticket sales.
- Exceptions to this are when the Creative Arts department or related staff want to manage and host an event that they are involved with and where they support educational activities which support students' learning.

However, we must always balance the operational and financial issues above with the desire that we try and use the building as fully as possible for community events and that we try and facilitate/ support sporting, community and arts events when we can. It may be that certain pots of money are used to support some costs for one off events if they are part of a developmental plan. This would need to be agreed by the Headteacher/DBDO as part of the normal financial planning cycle which underpins the development plan of the College.

Non ticketed events requested free.

These should be considered individually by the lettings administrator/Deputy DB but likely to be agreed if:

- they are school/curriculum related;
- they are run by school staff; and
- they are education/community related meetings that incur no cost to us (in school opening times/ no staffing requirements/no use of equipment).

Times of Lettings

Monday to Friday 6.00pm – 9.30pm

Saturday

Letting on Saturdays would normally be School building open 8.30am – 1.30pm. Outside sports facilities open when need arises until 6:00pm. This may be amended as required.

Sunday

STP agreement with Fal Utd continues. Requests for use on other Sports facilities considered and as long as site security is maintained, staffing is possible and costs are covered.