



# School Letting Procedures

September 2014

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## 1. Introduction

Governors have control over the use of the school premises, subject to the LA's general policy that all educational premises should be made available wherever possible to provide for the wider educational and recreational needs of children, young people and adults.

By virtue of directions issued under The School Standards and Framework Act 1998, Schedule 13 Governors must have regard to the desirability of the premises being made available for community use outside school hours.

Sandwell schools have had a long history of providing a wide range of services and activities. Working in local partnerships or on their own, schools are providing more opportunities for children, young people, families and the community on school sites, and are embracing the impact and benefits they have.

The procedures and advice contained in this manual of guidance should assist Governing Bodies in operating an efficient and effective lettings policy. It should be made available to all staff involved in the letting of school premises.

This guidance does **not** apply where a school has a facilities management company provided by Sandwell Futures (the Council's Local Education Partnership).

## 2. Lettings Policy

It is the responsibility of each Governing Body to decide and set the Lettings Policy for the school.

Governing Bodies are advised to consider the school's letting policy on an annual basis at the first Governing Body meeting of the Autumn Term. It is strongly recommended that Governing Bodies consider adopting the LA's Letting Policy.

When considering the policy to adopt the following areas must be examined and decided upon:

### (a) Scale of Charges

The Governing Body of each school is responsible for setting the charges that are to apply to the letting of their school's premises. Governing Bodies will be informed of any revision to the LA's charges via the online bulletin board. The latest schedule of suggested lettings charges can be found in Appendix A.

**(b) Concessions Offered**

The Governing Body of each school is responsible for setting the concession rates that are to apply to the letting of their school premises. Governing Bodies will be informed of any changes to the LA's list of concessions via the online bulletin board. Details of the current list of concession rates are shown in Appendix B. Concessions ensure that schools across the Borough provide value for money and avoids competition developing between neighbouring Sandwell schools.

**(c) Conditions of Hire**

Governing Bodies may add to those conditions specified in the LA's Conditions of Hire shown in Appendix C and may also make minor amendments to the wording of those conditions therein. However, any such addition or minor amendment must not substantially alter the purpose or object of any condition shown in the LA's policy. It would be acceptable, for example, to require a shorter period of notice from hirers or to alter the time that hirers are allowed to occupy the building. Governing Bodies may not delete any of the conditions included in the LA's standard conditions of hire.

**3. Admin – Applications for the Hire of School Premises**

Governing Bodies are strongly advised when designing a form for their use to follow the format of the LA's standard application form, as shown in Appendix D which we have named LETT2.

An application form (LETT2 or similar) for the use of school premises must be completed for all school use or use by other organisations that take place after school hours and extend beyond 1800 hours, or take place wholly after 1800 hours, or at weekends.

When an enquiry is received regarding the hire of school premises the following information must be issued to the person making the enquiry:

- (a) Scale of Charges.
- (b) Conditions of Hire.
- (c) Application Form LETT2

An application form must be completed in full, signed and witnessed prior to approval being given for a letting to take place.

The following points should be noted when considering an application:

- Only a Director can legally bind an incorporated company unless the company has, by resolution, appointed any other person, in which case a copy of the resolution must be attached.
- Where a firm is run in partnership the signatures of all partners are required.
- A member of a club committee can sign the form if so appointed by a resolution of the committee. If there is no such resolution, the signatures of all the committee members are required.

#### 4. **Admin – Calculation of Hire Charge**

After receipt of a fully completed application for the hire of the school premises and agreement of the Head Teacher/Site Manager, then the fee to the hirer must be calculated.

As schools are now responsible for charging hirers direct the hire charge must be calculated by schools in accordance with their lettings policy and the relevant VAT regulations (see Section 8).

Appendix E is an example of how to proceed with this calculation using the Schedule of Suggested Letting Charges from Appendix A.

#### 5. **Admin - Permits**

A permit for the hire of school premises must be issued once a letting application has been accepted and all details completed in full. Permit pads are available for a small fee from the Printing Section 0121 569 3251.

The charge for the letting must be clearly detailed on the permit. An example of a completed permit is shown in Appendix F.

A permit consists of four copies and one must be issued for all lettings, including any bookings for school use. The permits should be issued and distributed as detailed below:

- |                       |  |
|-----------------------|--|
| <b>Copy 1 (White)</b> | - To be handed or posted to the hirer. This copy serves as notice to the hirer of the charge for the letting.  |
| <b>Copy 2 (Pink)</b>  | - To be retained by the School and filed in a HR file to support claims for letting fees submitted by the Site Manager/ Caretaker.                     |
| <b>Copy 3 (Blue)</b>  | To be returned to the Site Manager/Caretaker by School Finance/Admin Staff informing him/her of the hours he/she is entitled to claim for the letting. |
| <b>Copy 4 (Green)</b> | - To be retained by the school and filed in a Lettings file with the Application Form/Instalment Payment Form/Payment Details.                         |

Please note where there is insufficient space on the permit, for example, a regular weekly letting, then a **separate attachment** should be completed scheduling **all** the exact dates of hire. It is recommended that a permit is completed on a maximum termly basis.

## 6. Admin – Completion of Caretakers Claim for Lettings – LETT1

A specimen copy of a lettings claim form LETT1 is shown in Appendix G.

Staff claiming letting fees should do so on a regular basis. **Claims made after six months have elapsed will not be paid.**

At the very least claims should be made monthly. Claims for longer periods of time take longer to check and calculate. Payment of such claims submitted in time for the weekly deadline cannot be guaranteed.

Site Manager/Caretaking Staff completing a lettings claim form should ensure that form LETT1 is completed **in full** and is returned to School Finance/Admin staff for checking. Please note the following:-

- For ease of administration lettings should be listed in date or permit order as this would greatly assist School Finance/Admin staff when checking and calculating claims.
- Please ensure the correct permit number is stated on the claim form.
- Brief details of accommodation used must be given so that the number of units/hours claimed by the Site Manager/Caretaker can be verified (See Section 7) by the School Finance/Admin staff.
- The claim must be signed by the Site Manager/Caretaker.
- If there are any changes to the hire **after** a permit has been submitted to the hirer then the School Finance/Admin staff must record these changes on form LETT3 which can be found in Appendix H. This must be photocopied and stapled to both the pink permit in the Site Managers HR file and the green permit in the School Lettings file.

## 7. Admin – Completion of Site Manager/Caretaker Units/Hours

The LETT1 Site Manager/Caretaker Claim form (Appendix G) should be returned to the School Finance/Admin Office for:

### (a) Checking

- Are the lettings claimed for within the last 6 months?
- Have all aspects of the form been completed ie Date of letting, permit number, hirer and correct accommodation?

- Has the claim been signed by the Site Manager/Caretaker?

(b) **Reconciliation**

The pink copy of the permit should already be filed in permit number order on the Site Manager/Caretaker HR file. The LETT1 claim form should be matched to the Permit for accuracy.

The dates on the pink copy of the Permit should be “crossed through” in order to avoid any duplicate future claims and marked with the month/year the claim has been paid.

(c) **Unit Calculation**

Appendix I details how the number of units are calculated and “converted” into hours and also illustrates an example. The Section marked with “For School Office Use Only” on the LETT1 claim form should be completed with:

- **Units** – this is the number of rooms used by the hirer and a maximum of 20 units can be claimed for in one day.
- **Hours** – this is the number of units multiplied by 0.25 hours
- **Base Hour** – one base hour is claimed for each day. If there is more than one letting taking place on the same day then only one base hour is allowed.
- **Chairs** – See Appendix I for the time allowed. A maximum of 2 hours can be claimed for the setting up of Chairs for a letting.
- **Total Hours** – the number of hours plus the base hour plus the hours allowed for chairs.

(d) **Payroll Notification**

Once the total hours have been calculated for the month then this can be given to the Head to sign/authorise and then notification sent to your HR provider in a timely format as prescribed by them.

Schools who have an SLA with Sandwell MBC will be required to complete a simple form to be sent electronically to HR.

8. **Admin – Use of School Kitchens**

The use of school kitchens is not allowed.



## 9. **Charging – Value Added Tax**

It is imperative that VAT is accounted for properly. Failure to do so could result in the Authority incurring financial penalties or even an individual if deliberate. If penalties are incurred due to an error or omission on behalf of a school such costs will be charged to that school's budget.

Please refer to Appendix J for advice on VAT concerning the following:

- supply of chairs and tables;
- letting of premises for sport and recreation;
- single lets – 24 hour rule;
- series of lets;
- Council's VAT registration number.

## 10. **Payment Procedures**

### (a) **Payment Instructions**

1. All payments for the hire of school premises must be made in advance to the administration office of the school concerned prior to the date of the letting unless procedures are in place to pay in instalments (see below).

Schools who are part of the bank account scheme should ask hirers to make all cheques payable to the school. Non-cheque book schools should ensure that cheques are to be made payable to Sandwell MBC.

2. Payments by instalments must be made to the administration office of the school concerned by the date due as agreed with the school (see (b) on page 6).
3. A receipt will be issued for all payments received for the hire of school premises, the receipt should be retained by the hirer and produced as proof of payment when seeking access to the school premises.

Staff have been given instructions to refuse access to the school premises unless the hirer can provide proof that the letting has been paid for in advance or in the case of an instalment payment that the latest instalment has been paid by the date due.

4. Under no circumstances should payment be made to the caretaker/member of staff covering the letting on the actual date of the letting or otherwise.



Staff should be instructed to refuse payment and deny access to the school premises to any person attempting to make payment in this way.

(b) **Payment by Instalment**

1. All details must be completed on form LETT4. A completed copy using the data on the example for Appendix E can be found in Appendix K.
2. Where the letting is for a number of dates the number of instalment payments allowed should not be more than the number of dates booked.
3. Agreement should be reached on the day/dates that instalments are to be paid. You must ensure that an instalment payment is received prior to each date of use.
4. The amount to be paid per Instalment should be the total charge for the letting divided by the number of instalments allowed.
5. The Head Teacher/Deputy Head Teacher should sign to denote his/her agreement/authorisation.
6. The hirer should sign to denote his/her agreement to the amount and frequency of the instalments.
7. A copy of the agreed instalments should be issued to the hirer together with the white copy of the permit. Once the last instalment has been received the hirers copy of the permit (white) may be endorsed "**Full and Final Payment Received**".
8. The school's copy of the completed LETT4 form should be kept on file with the school's copy of the permit (green copy).

(c) **Letting of School Premises to Internal Organisations**

1. Internal organisations would include Council Themes.
2. The procedures detailed in this document including Appendix E should be followed when calculating the charge.
3. If no charge is made, this should be endorsed on the permit.
4. Schools included in the Bank Account Scheme:-
  - In order to obtain funding from an internal supplier then schools **must** obtain a purchase order request number from the hirer.
  - School should follow the application and permit procedures set out in this document but **must** raise an invoice quoting the permit number **and** the purchase order number.

Schools not part of the bank account scheme:

- No invoice is necessary;
- It is advisable that income due to school is followed up with the hirer until the journal has been processed.

## 11. **Receipt of Income**

The following procedures must be adhered to when income is received for the letting of school premises:

### (a) **Cash**

- Check that the cash received is legal tender.
- Check that the cash received is the actual amount that is stated.

### (b) **Cheques**

- Cheques should be made payable to the school where they are part of the bank account scheme. If not cheques should be made payable to "Sandwell MBC".
- Cheques dated over six months previously should not be accepted. Cheques are only valid for six months.
- The amount of the cheque should be entered in both words and figures and care taken to ensure that these agree.
- The cheque should always be signed by the person drawing the cheque (ie the **Payer**).
- Any errors made on the cheque should be corrected and initialled by the payer.
- The following details should be entered on the reverse of the cheque.
  - Name of School.
  - Payer Name and Address.
  - Receipt Number.
  - Permit Number that payment relates to.

### (c) **Official Receipt**

All income received for the letting of school premises must be acknowledged by the issue of an official receipt.

Full details must be completed on the receipt. It is advisable to quote the permit number on the receipt.

**(d) Recording of Income**

Where payment for a letting of the school premises is received in full, the following details of the payment should be recorded on the school's copy of the permit (green copy):

- (i) Date Paid.
- (ii) Amount Paid.
- (iii) Receipt Number.

Where an instalment payment for a letting of the school premises is received see Section 8(b),

Please remember to record income received from Internal Council lettings as "invoiced" income on your FMS6/CMIS module.

**12. Banking and Coding of Income**

- (a) All due and proper precautions must be taken for the safety of Council funds and arrangements should be made for such funds to be banked as soon as possible.
- (b) On no account should Council funds remain on school premises where the amount exceeds that for which insurance cover exists.
- (c) Banking arrangements for private funds such as school funds must be entirely separate from arrangements for official Council funds.

**13. Extra-curricular Activities and Benefits of Letting School Premises**

For many years, schools have been working in local partnerships, or on their own to provide services and activities to pupils, families and the wider community. Through consultation with pupils and families, schools are able to meet the specific needs of children and young people and provide co-ordinated services including:

- before and after school childcare, including 'targeted programmes for economically disadvantaged pupils';
- holiday provision and activities including schemes for children with Special Educational Needs and Disabilities (SEND);
- support, advice and guidance to parents/ carers and families, including parenting programmes, or where required one to one support by Parent Support Advisers;
- study support, homework clubs and enrichment opportunities;
- Adult and Family Learning programmes.

Schools have been measuring the impact and benefits that these services make and studies conclude they provide:

- **increased levels of attainment**
- **improved behaviour and aspirations in Young People**
- **improved attendance**
- **early intervention leading to fewer future cost implications**
- **a greater engagement of parents and families**

Governing Bodies should receive regular reports and updates about the range of extra-curricular activities accessible through their school (on and off school site) and in other local venues. This will help governing bodies and schools target services and provide greater value for money.

From April 2011, the Children, Schools and Families Act 2010 allows schools to use their delegated budgets for community facilities. Schools and Governing Bodies should take this into account when planning their budgets from 2014-15 onwards.

# SANDWELL METROPOLITAN BOROUGH COUNCIL

## SCHEDULE OF SUGGESTED LETTINGS CHARGES FROM 1 SEPTEMBER 2014

### SESSIONAL CHARGE (Payable each time the facilities are used)

	2013/14	2014/15
	£	£
Monday-Friday	9.17	9.34
Saturday	13.17	13.42
Sunday	18.49	18.84

ACCOMMODATION CHARGE (All payable per hour unless otherwise stated)

	2013/14	2014/15
	£	£
Small Hall/Gymnasium	6.57	6.69
Medium Hall/Gymnasium	8.14	8.29
Large Hall/Gymnasium	13.00	13.25
Classroom/Cloakroom	4.33	4.41
*Showers/Changing Room	4.33	4.41
Playground/Netball Court	4.33	4.41
Sports Hall	16.93	17.25
Swimming Pool	16.93	17.25
Youth Wing	16.93	17.25
Five-a-side Synthetic Pitch	13.40	13.65
Hockey/Football Pitch (Per Letting)	13.40	13.65
Piano (Per Letting)	8.94	9.11
Chairs (Per Letting)	59p per dozen	60p per dozen
Tables' (Per Letting)	25p each	25p each

\*Charges for showers and changing facilities are only made when used in isolation. If used in conjunction with sports accommodation, a separate charge will not be made.

## APPENDIX B

### SANDWELL METROPOLITAN BOROUGH COUNCIL

#### SCHEDULE OF CONCESSIONAL RATES FOR THE USE OF SCHOOL PREMISES FROM 1 SEPTEMBER 2014

ORGANISATION	CHARGE
<b>Group 1</b>	
All groups other than indicated below	Full Fee
<b>Group 2</b>	
Unregistered Youth Clubs )	
Teachers Social Activities )	
Sunday Schools )	
Amateur Swimming Associations )	
Independent Adult Schools )	
Police Surgeries )	
Cultural Organisations	
(e.g. Male Voice Choirs, Loyal Order of Moose, )	
WEA, Towns Women's Guilds, Women's Institutes) )	75% Full Fee
Lodge Players, Dramatic Society Rehearsals, etc) )	
Jazz Bands )	
Registered Charities )	
Old Scholars Associations )	
Play Groups )	
<b>Group 3</b>	
Senior Citizens Club	50% Full Fee
<b>Group 4</b>	
Students Unions	25% Full
Fee	
<b>Group 5</b>	
School Activities )	
Maintained/Registered Youth Clubs )	
Trade Unions of Corporate Employees )	
PTAs )	
Sandwell Arts Festival Activities )	Free
Mother Tongue Teaching Classes (approved by the Authority) )	
Police Community Watch Schemes )	
Voluntary Play Groups (registered with Children's Services) )	
Daytime Holiday Play Schemes (Council Supported) )	
Councillors Surgeries )	
Adult Education Classes Approved by the LA	Agreed Fee

\*Charges for showers and changing facilities are only made when used in isolation. If used in conjunction with sports accommodation, a separate charge will not be made.



## Conditions of Hiring of School Premises

1. Each application should be made in writing to the Head Teacher giving at least 21 days notice for a weekday letting and at least one calendar month's notice for a letting on a Saturday, Sunday or Public Holiday. All hiring fees must be paid one week before the date of the letting and admission to school premises will be granted only on production of the official **permit and receipt for payment of fee**.
2. A single application form is acceptable to cover a series of bookings of up to three months, subject to the availability of premises on the dates required, which should be stated.
3. It is the responsibility of hirers to satisfy themselves that the accommodation and furnishings requested are suitable for the purpose required.
4. Furniture may not be moved without the consent of the Head Teacher. Permission must be obtained at the time of hiring. If additional furniture is required which is not available at the school, it may be possible to arrange delivery, but any expenses involved must be borne by the hirer.
5. Decorations and advertising matter are not permitted without special permission from the Head. Notice boards, supplied by the hirer, may be displayed at the entrance to the school for 24 hours before the commencement of the letting, such boards to be fixed in accordance with the Head's ruling.
6. Hirers are not permitted to use and must not enter accommodation other than that which is stated on the permit.
7. The Council prohibit:
  - (a) The use on floors of polishing matter other than chalk;
  - (b) Any gambling on school premises;
  - (c) Screws or nails or similar articles being driven into any part of the Council's property;
  - (d) The sale or consumption of intoxicants otherwise than as authorised in writing by the Director of Learning, in which case it shall be the responsibility of the hirer to satisfy the requirements of the licensing laws;
  - (e) Loitering at the entrances to schools, corridors or playgrounds.
  - (f) Smoking is prohibited in all council buildings.

8. The Council grant facilities for the public use of schools and classrooms on the express condition that those responsible for hiring the room will give an undertaking that the meetings will be conducted with propriety and will hold themselves liable for any damage incurred.

Any damage arising from the hiring of school premises will be repaired by the Council and charged against the party or person hiring the school premises in question.

In addition, those responsible for hiring school premises must indemnify Sandwell Metropolitan Borough Council from and against all actions, claims, demands, losses, costs, damage and expenses which may be brought or made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of school premises.

9. Hirers should report any suspicious incidents to the Police immediately.
10. Rooms may be hired from 6.00 pm but all lettings normally terminate so that the premises are vacated at 10.00 pm. With prior approval an extension of the hire from 10.00 pm to 12.00 midnight may be made and an additional cost may be incurred.
11. The Council reserves the right to refuse or cancel a letting or close the facility at its discretion.
12. Notification of any cancellation must be given by the hirer, in advance, to the Head Teacher as soon as possible.
13. All equipment brought into the school for the purpose of the letting must be removed immediately afterwards. Electrical equipment should not be used on school premises unless it has been PAT (Portable Appliance Testing) tested. Any items left or stored on the premises are done so at the owners risk. SMBC cannot take responsibility.
14. Admission shall be given to the Director of Learning or his representative, or any representative of the Police or the Fire Service or the Governing Body at any time during which the premises are open.
15. The number of persons admitted to the premises must not be more than the building or part thereof can properly accommodate. The hirer is responsible for ensuring that any activity does not restrict the use of passages, staircases, exits, etc.
16. The persons responsible for the conduct of the meetings, dances or other functions must take precautionary measures at every meeting to avoid damage to school property. Parking facilities, where available, are at owner's risk and are free of charge.
17. Where the premises are used for a public performance the person hiring the school will be responsible for satisfying the requirements of licensing for stage plays.

18. Taking vehicles onto or parking on grassed areas is strictly forbidden. Particularly important with car boot sales that parking on the hard surfaces only is allowed. Any damage will be charged to the hirer including cleaning and disposal of litter left behind.
19. (a) Permits for the use of gymnasias, sports halls, baths, fields and any other part of the school premises in which it is proposed to engage in physical activities, will be issued only when a person, appropriately qualified to teach and supervise the activity, will be in charge throughout the period of hire.
- (b) A qualified life-saver must be present at the side of the baths throughout the whole period of hire of a swimming bath.
- (c) No school gymnastic apparatus, other than wall bars, fixed goals and mats may be used without the specific consent of the Head Teacher because of the possibility of damage to premises and equipment.
- (d) No footballs may be kicked in the gymnasium without the approval of the Head Teacher.
20. Any equipment or materials which may constitute a danger to the hirer, or other persons or the premises may not be brought into the school (eg inflammable or toxic materials, substances or equipment). Any equipment found to be faulty should be removed from use immediately and a member of the school site management staff informed.
21. Prior to any letting for the hire of school premises involving the participation in Martial Arts or similar activities being accepted; the following must be provided:
- (a) Details of affiliation to the relevant Body;
- (b) Legal liability cover for a minimum of £2 million; and
- (c) Copies of Licences held by all coaches.
- Acceptance of such lettings are subject to the confirmation of the above by the Head.
22. **On entering the building the hirer must examine the Fire Regulations posted at the fire alarm point nearest to the accommodation to be used and ensure that these are understood.**

**The Caretaker/Site Manager is expressly instructed by the Council to ensure that hirers observe the regulations set out above.**



## Application for Hire of Education Premises LETT2

Name of Establishment/  
Organisation:

Full Name and Address of Hirer

Email Address:

Daytime  
Telephone No:

Mobile Telephone  
No:

Purpose of  
Letting:

Date(s) of Use:

List ALL dates

Times:

### Accommodation Required

	Number Required		Number Required
Hall (Small/Medium/Large)	<input type="text"/>	Sports Hall	<input type="text"/>
Gym	<input type="text"/>	Cloakroom	<input type="text"/>
Classroom	<input type="text"/>	Other (Please Specify)	<input type="text"/>
Playing Field	<input type="text"/>	Chairs	<input type="text"/>
Playground	<input type="text"/>	Tables	<input type="text"/>
Swimming Pool	<input type="text"/>	Piano	<input type="text"/>

Toilets are provided free of charge.

I \*do/\*do not require caretaker to set out chairs.

\*please denote

In consideration of this application being granted I agree to pay Sandwell Metropolitan Borough Council on demand hiring fees in accordance with the scale of charges and regulations for Hire of School Premises, a copy of which has been supplied to me, and I undertake to comply with the said regulations. I also agree to pay Sandwell Metropolitan Borough Council the amount of any damage which may be occasioned to the property of the Borough and to indemnify them from and against all actions, claims, demands, losses, costs, damages and expenses which may be brought or made against them by any person in respect of any injury or damage sustained by them in consequence of or arising out of the use of the said accommodations a result of this application. I am over 18 years of age.

I certify that all adults working with children or vulnerable adults have had the necessary CRB checks as per the certificate numbers provided below:-

Name of Organiser	CRB Certificate No

**Signed:**

**Date:**

Position in Organisation:

Signature of Witness:

Name and Address of Witness:

***This form should be returned to the Establishment hired.***

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### For Office Use

Authorised Head Teacher:

Accepted Site Manager:

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### Notes of Guidance for Signatory

1. Only a Director can legally bind an incorporated company unless the company has by resolution appointed any other person, in which case a copy of the resolution should be attached.
2. Where a firm is run in partnership the signature of all the partners are required.
3. A member of a club committee can sign the form if so appointed by a resolution of the committee. If there is no such resolution the signature of all the committee members are required.



## Calculations of Letting Charges - An Example

Name of Establishment/  
Organisation:

**Super Slimmer**

Full Name and Address of Hirer

**Mrs W Smith**

**42, The Street, The Town, The Postcode**

Email Address: **wsmith@email.co.uk**

Daytime  
Telephone No:

**0121 55X 212X**

Mobile Telephone  
No:

**07285 33678X**

Purpose of  
Letting:

**Slimming Club**

Date(s) of Use:

**4 Sept 201X to 4 Dec 201X  
(Every Saturday – 13 dates  
except half term)**

Times:

**From 7.00pm to  
9.00pm**

### Accommodation Required

	Number Required		Number Required
Hall (Small/ <del>Medium</del> / <del>Large</del> )	<b>1</b>	Sports Hall	
Gym		Cloakroom	
Classroom	<b>2</b>	Other (Please Specify)	
Playing Field		Chairs	<b>60</b>
Playground		Tables	<b>1</b>
Swimming Pool		Piano	

Toilets are provided free of charge.

I ~~\*do~~/~~\*do not~~ require caretaker to set out chairs.

\*please denote

# Calculation of Letting Charge

## A. Accommodation Charges

Accommodation	Charge Per Hour	Hours of Use	£
1 Small Hall	£6.69	2	13.38
2 Classrooms	2 x £4.41 = £8.82	2	17.64
<b>Total Accommodation Charges</b>			31.02

## B. Other Charges

Description of Charge	£
60 Chairs @ 60 pence per dozen	3.00*
1 Table @ 25 pence each	0.25*
Sessional Charge	13.42
<b>Total Other Charges</b>	16.67

## C. Concession

Sum of A + B	x	Concession Rate	=	Charge Per Letting
£31.02 + 16.67		N/A		£47.69

## D. Total Net Charge for Letting

Charge per Letting	x	Number of Times Let	=	Total Net Charge
£47.69		13		£619.97

## E. VAT (Where Applicable)

Amount Subject To VAT	x	VAT @ 20%	=	VAT Charged
£3.25* x 13 = £42.25		20%		£8.45

## F. Total Gross Charge for Letting

Total Net Charge	+	VAT (Where Applicable)	=	Total Gross Charge
£619.97		£8.45		£628.42





# Permit for the Hire of School Premises No: 95651

## Sample

Name of School:	The Sample High School		
Name of Hirer:	Mr D Taylor		
Address of Hirer:	52 The Street, West Town, Postcode		
Organisation:	Private		
Purpose of Letting:	Wedding Reception		
Is there to be a charge for Admission?	No		
Date(s) of Use:	4 September 201X	Times From:	6.30 pm
	Saturday	To:	11.30 pm

Accommodation	No of Rooms	Charges	
Hall (Small, Medium, Large)	1		£
Gym (Small, Medium, Large)		Accommodation	41.45
Sports Hall		Other - Chairs	7.20
Classroom(s)		Other - Tables	10.00
Cloakroom(s)		Other - Sessional	13.42
Playing Field		VAT @ 20%	3.44
Playground		(Chairs/Tables Only)	
Chairs (Number)	144		
Tables (Number)	40	Total Gross	77.51
Piano		Charge For Letting	
Other Accommodation (Specify)			

Signed (Head Teacher):

### Conditions

This letting is subject to the Regulations of the Committee, a copy of which has been received by the Hirer.



## Caretaker's Claim Form for School Letting Fees

School:

Caretaker:

Claim Month  
Ending:

Date of Letting	Permit Number	Hirer	Accommodation	For School Office Use Only					
				No of Units	Hours (x 0.25)	Base Hour	Chairs (Hours)	Total Hours	
Certified Correct _____ Certified Correct _____				Signed: (Head Teacher) Signed: (Site Manager/ Caretaker)				<b>TOTAL HOURS</b>	



# Amendment to Lettings Permit

## LETT3

Permit Number:

Hirer:

Amendment(s) to the above permit.

**Old Dates (to be cancelled):****New Dates:**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Old Times (to be cancelled):****New Times:**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Old Accommodation  
(to be changed):****New Accommodation:**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Changes to Chairs/Tables:**

**Other Changes (please give details):**

**Or**
☐ \*Cancel the permit from (state date)

☐ \*Cancel whole permit

Signed:

Print Name:

(\*Finance Assistant/Head Teacher)

☐ School Lettings File

☐ Caretaker/Site Manager HR File

## Site Manager/Caretaker Units

Room/Unit	Hours
1	0.25
2	0.50
3	0.75
4	1.00
5	1.25
6	1.50
7	1.75
8	2.00
9	2.25
10	2.50
11	2.75
12	3.00
13	3.25
14	3.50
15	3.75
16	4.00
17	4.25
18	4.50
19	4.75
20	5.00 (MAX)

Number of Chairs	Hours
0 to 50	No Payment
51 – 100	0.50
101 – 150	1.00
151 – 200	1.50
201 –	2.00 (MAX)

**School:** The Sample School

**Caretaker:** Mr Jones

**Claim Month  
Ending:**

September 201X

Date of Letting	Permit Number	Hirer	Accommodation	For Office Use Only				
				No of Units	Hours (x 0.25)	Base Hour	Chairs (Hours)	Total Hours
4.9.1X	95650	Mrs W Smith	Per Appendix E	3	0.75	1*	0.50	2.25
11.9.1X	95650	Mrs W Smith	Per Appendix E	3	0.75	1	0.50	2.25
18.9.1X	95650	Mrs W Smith	Per Appendix E	3	0.75	1	0.50	2.25
25.9.1X	95650	Mrs W Smith	Per Appendix E	3	0.75	1	0.50	2.25
4.9.1X	95651	Mr D Taylor	Per Appendix F	1	0.25	0*	1.00	1.25
<div> <div></div> <div>Certified by Site Manager</div> <div></div> <div>Certified by Head</div> </div>								<b>TOT HOURS</b> 10.25

## Specimen Copy of VAT Regulations

### 1. **Supply of Chairs and Tables**

If there is a separate charge made for the hire of chairs and tables it is subject to VAT at the standard rate. However, where chairs and tables are provided inclusive of the accommodation charges the supply is exempt.

### 2. **Letting of Premises for Sport and Physical Recreation**

The letting of facilities designed or adapted for playing any sport or taking part in physical recreation is subject to VAT at the standard rate.

However, the letting of such facilities may be exempt from VAT if:

**The letting is for over 24 hours or**

**There is a series of lettings to the same body over a period of time.**

This section explains in detail the conditions which must be met for exemption to apply.

#### (a) **Facilities for Sport of Physical Recreation**

Premises are defined as sports facilities if they have been designed or adapted for playing sport or taking part in physical recreation.

#### (b) **Single Lets – 24 Hour Rule**

Single lets of sports and physical recreation facilities for a continuous period of over 24 hours to the same person are exempt from VAT provided the person to whom they are let has exclusive control of them throughout the period of the letting.

#### (c) **Series of Lets**

The letting of sports of physical recreation facilities is exempt from VAT if the facilities are let out for a series of sessions provided the following conditions are met:

The series consists of 10 or more sessions

and

Each session is for the same sport of activity

and

Each session is in the same place.

and

The interval between each session is at least a day and not more than 14 days. Lettings for every other Saturday afternoon fulfils this condition but there is no exception for longer intervals than 14 days which may arise through closure for example public holidays, school holidays.

and

The series is to be paid for as a whole, and there is written evidence to that effect. This must include evidence that payment is to be made in full for the series whether or not the right to use the facility for any specific session is actually exercised. A formal agreement, exchange of letters, or an invoice issued in advance requiring payment for the sessions specified on the invoice would be sufficient evidence. Provision for a refund in the event of the unforeseen non-availability of the facility would not break this condition but provision for a refund in any other circumstances would.

NB: Providing the hirer with details of the full cost of the charges on the white copy of the permit and the hirer's written agreement that the charge is to be paid in full satisfies this condition.

In addition the fact that the series is subsequently paid for in instalments had no bearing on the VAT liability of the supply. The important point here is that the series of lets must still be paid for even if the hirer cancels the session.

and

The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations (such as a local league).

and

The person to whom the facilities are let has exclusive use of them during the session.

**(d) Sports Facilities etc. Let other than for Sports or Physical Recreation**

The letting out of premises designed or adapted for playing sport or taking part in physical recreation for other purposes – for example a sports hall let for a wedding or a religious meeting – is exempt from VAT.

**The Council's VAT Registration Number is  
281 2856 47.**



# Payments by Instalment

## LETT4

Name of School:	The Sample High School
Name of Hirer:	Mrs W Smith – Information from Appendix E
Address of Hirer:	42 The Street, The Town, The Postcode

Total Cost of Letting £	619.97	Permit Number:	95650
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Number of Instalments:	13	Amount to be Paid per Instalment £	47.69
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Date Due	Date Paid	Amount Paid	Receipt Number	Balance Outstanding
02.09.1X	02.09.1X	£47.69	0123456	£572.28
09.09.1X				
16.09.1X				
23.09.1X				
30.09.1X				
07.10.1X				
14.10.1X				
21.10.1X				
04.11.1X				
11.11.1X				
18.11.1X				
25.11.1X				
02.12.1X				

Authorised By:	
	(Head Teacher)
Agreed By:	
	(Signature of Hirer)