

<b>Committee(s): Board of Governors of the City of London School</b>	<b>Date(s): 22 March 2013</b>	<b>Item no.</b>
<b>Subject: Letting of School Facilities</b>	<b>Public</b>	
<b>Report of: The Headmaster</b>	<b>For Decision</b>	
<b>Summary</b>		
<p>An updated policy on school lettings is set out below for Governors consideration. It is recommended that in future lettings are limited to a selected number of known and trusted non-profit making organisations in accordance with the School's Outreach programme.</p> <p><b>Recommendation</b> It is recommended that Governors note the rationale for the School's revised lettings policy and authorise the Headmaster to decide on future lettings and the charging rates for each letting.</p>		

## **1. Introduction**

The School derives a small amount of income from lettings – for the current financial year income of £13,000 is estimated - of both the main building and playing fields, but on the whole commercial lettings are not seen as desirable or particularly profitable.

There are a large number of “out of school hours” activities which take place during term time – e.g. student conferences, pupil clubs, sports fixtures etc. - and facilities are only made available for lettings during term time when these are not taking place. All substantial building works are undertaken during the school holidays – e.g. the Winterflood Theatre project & laboratory refurbishment – which limits the possibilities for letting facilities at these times.

Moreover, the cost of opening the building – heating, lighting, catering and overtime of support staff – is often prohibitive to widening access to the building to external organisations. There are also considerable repercussions for the School with regard to security, health and safety, staffing levels and possible damage to facilities and the fabric of the building.

## **2. Lettings Categories**

Nonetheless, in the past, the School's facilities have been let out on a number of occasions and these lettings fall into two categories:

- a) lettings where charges are made only to recover the costs incurred by the school – principally staff overtime. Examples of such lettings are those to non-profit making bodies, charities and organisations which are connected with education, primarily in the maintained sector. In that way we are contributing to our "Outreach" programme. Indeed, bookings to use the Theatre are encouraged as long as do not clash with the School's own activities.
- b) lettings which are made at a commercial rate in order to generate income for the School. These are relatively small in number and we would not wish to extend provision. Indeed, the restrictions mentioned in (1) above mean that we cannot make the facilities available very often.

Where catering is supplied this is recharged to hirers on the same basis as the rents levied.

## **3. The Future**

Given the restrictions above and the need to comply with health and safety regulations and security arrangements, it is the School's intention to limit lettings in the future to a selected number of known and trusted non-profit making organisations in accordance with the School's Outreach programme. All applications need to be filtered through the Headmaster. Only if he gives approval for the letting to take place should a booking be made and confirmed. If a booking is allowed, the exact requirements of the organisers need to be finalised well in advance of the letting take place.

## **4. Conclusion**

It is recommended that Governors note the rationale for the School's revised lettings policy and authorise the Headmaster to decide on future lettings and the charging rates for each letting.