

ST JOSEPH'S RC HIGH SCHOOL LETTINGS PROCEDURE (SEPTEMBER 2024)



Booking Procedure

Block Bookings and Minor Events

These bookings will normally be made by telephone or in person to the site facilities manager. If the dates and times requested are available, the applicant would be given or sent a booking application form to complete.

No confirmation of the booking is to be given before completion of the form. The booking form needs to be filled in for each school year.

Booking applications are to be considered by the site facilities manager who will assess the likely affects of the proposed booking upon the school and local community. The cost of the facilities is available from the site facilities manager.

For block bookings the applicant/club will be given the option to be invoiced monthly plus VAT or to pay in advance for a block booking of 10 sessions and pay no VAT.

One event booking for concerts/canteen/hall/classroom will all differ depending on the area/s requested, number of caretakers and managers required, time of day or weekend.

Casual bookings are not operated by the school. The school has limited supervision of school/hours. The facilities are let to groups and clubs that supervise and take responsibility for their participants should the application be successful.

Clubs, groups and individuals will be notified by telephone. The completed form will be held in the lettings file in its own section. The forms will be made available to the school governors annually or on request.

Advance Payment Nil VAT

Clubs, groups and individuals are all required to pay in advance. An invoice is raised by the school for this purpose. Facilities will not be let until payment received. Payment is made by cheque, made payable to St Joseph's RC High School. Payments can either be sent by post or handed to Main Reception, Caretaker or Site Manager.

Cancellation of Bookings by Customers

If a customer has block booked ahead and requested cancellation of set dates, as long as 2 weeks notice is given the school will allow the cancellation and will not charge for the cancelled dates. However, if the customer has paid 10 weeks in advance and qualified not to pay VAT, and wishes to cancel any bookings this will negate the VAT free rule, the hirer may choose to pay VAT or to re-schedule the dates that are no longer required.

One-off major events

If a cancellation occurs for whatever reason the applicant will be charged for any costs incurred, i.e. any expenses the school may have incurred due to the hire of equipment, labour costs to date etc. The hirer will be made aware of such circumstances at the booking stage. If a new date is requested any such additional costs will be added to the invoice for the new date.

We generally deal with local clubs who have used the facilities regularly for a significant period of time, so cancellations are rarely a problem.

Cancellation of Booking by the School

All our groups/organisations that hire our facilities are aware that the school has priority over use of facilities. At certain times of the year when exams/events take place, it may be necessary for the school to cancel date/s of a block booking. The school may also cancel bookings occasionally due to inclement weather or unforeseen building work that may have to be undertaken. The Site Manager will contact the club or groups representative at the earliest possible time to cancel the booking(s). The club or group if paid in advance may opt for either a rebate for the dates or free dates to compensate in the next block. If paying monthly the club or group would only be invoiced for the weeks used.

Document Trail

Application for Hire of School Premises [Form]

- Send to applicant.
- Return to school.
- Site Manager accepts.
- Form to file.

Lettings Record [Form] (Notice Board)

Agreed letting days/dates/times inserted for caretakers to know when the lettings are. At the end of the month the form is taken down and placed in the lettings file. The monthly paying hirer will be calculated off this sheet. - Lettings file.

Invoice [Form]

- Generated by Site Manager or Finance Officer
- Original sent to Hirer and a copy kept in the lettings file.
- Cheque sent in by Hirer and passed to Site Manager/Finance Officer.
- Site Manager marks 'paid' on form and attaches a copy in the file (Lettings File).

Receipt [Form]

Sent to hirer by Finance Officer/Site Manager
For 10 sessions in advance.

A **line diagram** of term school dates is used to show up to which point the hirer is paying for the facilities.

Invoice procedure as above is used. Except payment is required before the first block booking date. These bookings are also placed in the lettings record form (Notice Board) held in lettings file.

Non-Payment of Invoices

- Site Manager to contact Hirer to sort out the problem.
- Resend an invoice if lost or stated that it has not been received by Hirer.
- Site Manager to chase telephone/letter/email.
- If payment is not forthcoming stop further use of facilities until settlement.
- Contact Legal Department.

Lettings information provided to Governors when required.

All documentation kept in yearly (school) order Sept/July Lettings File.

ST JOSEPH'S RC HIGH SCHOOL LETTINGS POLICY



St Joseph's RC High School makes facilities available to the community.

The school encourages clubs/groups from the area to participate using the premises to improve fitness and skills in various sports. Rooms are made available for meetings and non-sport activities.

As a school, and not a full Leisure Centre, we offer a level of facilities that can be managed safely and securely at competitive prices by our experienced caretaking staff.

At St Joseph's our aim is to operate a friendly and close relationship with our clubs/groups to ensure a good all-around environment prevails.

The facilities are available to various groups/organisations within the community to provide equal opportunities to all.

The available facilities are inspected and tested as per requirements. The booking and invoice procedure is available on request.

St Joseph's is a non-profit organisation. The letting charges are set to achieve breakeven in line with school budgets.

This policy was updated May 2024 by Mark Rowland, Business Manager

Presented to Governors for Agreement: 27th June 2024

This policy will be reviewed June 2026