



# COMHAIRLE NAN EILEAN SIAR

## EDUCATION DEPARTMENT

### CONSULTATION ON REVISED POLICY FOR SCHOOL LETS

The Education Department recently conducted a review of school lets issues, consulting with schools and letting groups to identify issues which required to be addressed. Overall, users were pleased with the service provided although a number felt that the charge for children's and young persons' group lets (even though subsidised) was a disincentive to voluntary sector groups. Schools were also largely content with the current system although they also commented on charging for children's and young persons' groups and noted the need for more detailed guidance on lets.

In light of the matters identified in the review, the attached draft revised school lets policy was prepared by the Education Department and has been approved by the Comhairle for consultation. The issues addressed include:

#### **Let supervision in non janitorial schools**

Issue: schools asked for updated guidance on supervision of non-janitorial schools.

Response: it is difficult to provide permanent cover in smaller remote schools with infrequent lets. The draft policy proposes that non-teaching staff in non-janitorial schools be invited to supervise lets or that if no member of non-teaching staff is available, formal written arrangements be agreed with the letting group. If the Head Teacher is not satisfied that the arrangements are satisfactory the let should not be granted.

#### **Charging policy**

Issue: it was felt that the current charging system limited the resource available to children's and young people's groups and that no charge should be levied for these groups.

Response: children's and young people's groups are currently charged some . This charging could be acting as a disincentive to the largely voluntary organisers of children's/young people's events and is also increasingly difficult to sustain given that many such groups are a natural extension to the number of study clubs and school-led after school activities which enjoy free accommodation and services. It is proposed that children's and young person's groups are allowed free use of school premises where they are formally identified by schools as fitting in that category. It is also proposed that the fairly small number of vulnerable adults' groups be included in this category.

It is proposed that the current scale of rates for Standard and Community/Charity/groups remain broadly unchanged and that Older Persons' groups be included in the latter category. The opportunity has also been taken to rationalise the charges for type of rooms to simplify charges for school staff and letting groups.

#### **Confirmation of categories of groups**

Issue: the current letting categories (eg "children's groups") lacks clarity of definition with the result that there is some doubt as to whether the correct charge is being levied in all circumstances.

Response: the descriptions of group categories have been redefined to tighten the descriptions of different types of groups.

#### **Policy on provision of alcohol**

Issue: it was felt that the policy on provision of alcohol in school premises should be clarified.

Response: the draft policy sets out a redefined policy which proposes that approval of supply or consumption of alcohol be determined by School Boards at local level in line with the predominance of local opinion but reaffirms the Education and Children's Services Committee role in determining any let application involving the sale of alcohol.

## **Policy on block bookings**

Issue: there was a perceived lack of clarity about the arrangements in cases where a community group might book a whole school at potentially large expense where little additional cost was incurred by the Department. (Current fees in such cases are “by arrangement”.)

Response: the policy proposes a new formula for subsidised lets with a simple charge of the whole cost (at the relevant rate) for the most expensive area and a 75% reduction on all subsequent rooms/areas in use. It is not proposed to have any automatic formula for block bookings at the Standard rate (eg where a group or individual might be involved in profit making activities.) Such cases would be considered individually in consultation with the Education Department.

## **Policy on Sunday lets**

Issue: the Education Department’s current subsidised rate for Sunday use of schools does not align with the Comhairle’s policy that use of premises on Sunday should be at no cost to the Comhairle.

Response: it is proposed that Sunday use of schools be charged at the Standard (unsubsidised) rate where paid supervision is required but that schools have the option of charging a subsidised rate where no paid supervision is required.

## **Policy on Holiday lets**

Issue: there are security implications for the use of schools where no member of staff is present in the school due to school holidays.

Response: it is proposed that Head Teachers not grant lets during the holiday period unless they are satisfied that appropriate health and safety and security arrangements will be in place.

## **Policy on bookings by people under 18**

Issue: some concern was expressed about issues arising from bookings by persons aged under 18.

Response: there is no reason why persons aged 16 and 17 should not book a school let but it is proposed that the Head Teacher or School Board pay particular regard to health and safety and security issues in this regard. The Department is however proposing that children under 16 be not allowed to book a school let.

## **Administrative issues**

Issue: schools requested more detailed guidance on school let procedures of a largely administrative nature.

Response: more detailed guidance on administrative matters has now been included in the body of the policy.

We would welcome views on the draft revised policy. Comments should be sent to the Head of Educational Resources, Education Department, Comhairle nan Eilean Siar, Sandwick Road, Stornoway, Isle of Lewis HS1 2BW by **Friday 17 September 2004**. Comments can also be emailed to [schoolletsconsult@cne-siar.gov.uk](mailto:schoolletsconsult@cne-siar.gov.uk) by the same date.

**COMHAIRLE NAN EILEAN SIAR**  
DEPARTMENT OF EDUCATION

**SCHOOL LETS POLICY**

**1. POLICY (GENERAL STATEMENT)**

- 1.1 Comhairle nan Eilean Siar acknowledges the community resource represented by education premises and welcomes applications for their use. In line with Comhairle policy, the Education Department commits itself to the provision of a high quality service to all sectors of the community.

**2. ROLE OF SCHOOL BOARDS AND HEAD TEACHERS IN CONNECTION WITH SCHOOL LETS**

- 2.1 Responsibility for letting of school premises is delegated to School Boards. In the case of routine applications the Boards have further delegated the approval, and the administrative arrangements in respect of the applications, to Head Teachers. Where applications are of a contentious nature, the Head Teacher will submit them in the first instance to the School Board for approval.
- 2.2 Applications for school lets, whether considered by the School Board or by the Head Teacher under delegation from the School Board, fall to be determined in line with overall Comhairle policy on school letting arrangements.
- 2.3 Where there is no School Board, matters relating to school lets fall to be determined by the Head Teacher in consultation with the education authority or seeking approval of lets (eg in connection with the use of alcohol) from the Education and Children's Services Committee as appropriate

**3. AVAILABILITY OF SCHOOL LETS ON WEEKDAYS AND SATURDAYS**

- 3.1 The Comhairle provides subsidised lets throughout the week and on Saturdays in community schools with specific janitorial allocations for letting overtime. Schools without janitorial allocations for school lets may offer subsidised lets for up to 4 week-night sessions and a part day session on Saturday.

**4. SUPERVISION OF SCHOOL LETS**

- 4.1 Head Teachers will make appropriate supervision or security arrangements for all school lets. For schools with janitorial provision, supervision by the janitor will be the normal arrangement. In the event of the non-availability of the janitor, or in the case of non-janitorial schools, another member of non-teaching staff may be willing to undertake the supervision duties. In both cases, staff would be expected to undertake such other work during the period where they are present at the school as would be compatible with appropriate supervision of that let.

- 4.2 Where no member of non-teaching staff is available or willing to undertake supervision duties, the Head Teacher should only grant a let if they are satisfied that alternative arrangements are suitable having regard to school security and health and safety issues. In these cases, a precise record should be kept in the School's letting file of the arrangements agreed for each let by the Head Teacher.

## **5. SCHOOL LETS ON SUNDAYS**

- 5.1 The Comhairle does not, in principle, employ its staff to work on Sundays except in circumstances of emergency, legal obligation, essential maintenance, or in exceptional circumstances, where in relation to:
- (i) School premises: School Boards wish to let such premises in line with the predominance of local opinion; and
  - (ii) Where to do so would involve the Comhairle in additional expenditure, the Director of Education is given responsibility for calculating actual costs.
- 5.2 School lets on Sunday will be charged at the Standard rate where paid janitorial or other staff supervision is required. Where the Head Teacher is satisfied that no paid supervision is required and the group or individual has met any necessary security requirements (eg where a member of school staff volunteers their services to supervise a religious or other group) the let may be charged at the appropriate rate according to the nature of the group (eg if the group is a community or young people's group.) It should be noted that school staff can not be required to work on Sundays and where a Head Teacher wishes to grant a let where no member of staff is willing to work they will have to satisfy themselves as to the security and health and safety arrangements in place.

## **6. OPTIMISATION OF SCHOOL LETS**

- 6.1 Additional school lets costs (eg paper goods, energy or paid overtime on the part of janitorial staff) are met from central education budgets or accommodated in school budgets. However any savings on these budgets may, at the discretion of the school (eg energy, paper goods) or the Education Department (staff overtime costs) be allocated to other needs within schools. Schools will therefore aim for all possible optimisation of lets eg by combining a let where possible (if the group is amenable and the timing of an event is flexible) on a night when other lets or eg a school board meeting have already been arranged.
- 6.2 Where possible, schools should avoid booking any room or part of the school throughout the week continuously to ensure that cleaning staff can access all parts of the school on a regular basis.

## **7. LENGTH OF SESSIONS**

- 7.1 Subsidised lets are available between the hours of 18.00 – 22.00 on weekdays and 11.00 to 18.00 on Saturdays. Lets out with these slots will be charged as follows:
- (i) Weekday Lets between end of school day and 18.00: this slot is generally reserved for after-school clubs and similar activities and not for adult or community groups. Schools may at their discretion, and with the approval of their School Board, grant these lets at the relevant subsidised rate where such a let would not interfere with school activities (including cleaning or maintenance work) or the activities of school clubs and other similar bookers and where no additional staff supervision is required. Where additional staff supervision is required the Standard rate of charges would apply.

- (ii) Weekday lets after 22.00, Saturday lets before 11.00 and after 18.00 and any lets outwith the subsidised allocation in a particular school: any such lets (other than “setting up or cleaning up time”) should be charged at the Standard rate.

## **8. SETTING UP AND CLEANING UP**

- 8.1 Groups should be allowed up to 10 minutes before and after a let session, free of charge, to set up and clean up after their activity where this does not conflict with any other booking. Any group occupying the premises outwith this grace period should be charged pro rata to the relevant hourly rate.
- 8.2 Groups are expected to leave school premises, within reason, in as clean and ordered a state as they found them, including restoring the original layout of furniture and returning any equipment to its original position. Any group which leaves premises in a condition which requires additional cleaning or other work by staff may be charged for the additional work. Continued instances as above may lead to further applications for let being referred to the School Board for consideration of forfeiture of future lets.

## **9. LETS OF ARTS AND LEISURE PREMISES WITHIN SCHOOLS**

- 9.1 Some schools contain facilities (eg libraries or swimming pools) which are managed or funded by the Arts and Leisure Service of the Department for Sustainable Communities. The usage policies and charges for these premises are determined separately by the Department for Sustainable Communities who also receive any income from relevant lets.

## **10. LETS DURING SCHOOL VACATIONS**

- 10.1 School lets will not generally be available in school holidays except in schools with specific janitorial provision during the holidays or in schools where the Head Teacher is satisfied that there are adequate health and safety, school security and other necessary arrangements in place.

## **11. STATUS OF CONFIRMED LETS**

- 11.1 Where a let has been confirmed to a group, the let – which is in essence a contract between the group and the school - should be honoured even if it is on a date subsequently desired by the school or another group. The only exception to this would be cases where the let could not be honoured due to matters wholly outwith the school’s control, (eg a major building emergency, a parliamentary by-election where the school was required as a polling station or a major loss of power or water.) In these circumstances, the Comhairle would not be liable for any loss to the group or any expense incurred by the group. Groups will be advised of this as part of the booking process.

## **12. DEFINITION OF TYPES OF LETTING GROUPS**

- 12.1 Letting groups (or individuals) are defined in 5 categories.
  - (i) **School related groups:** use of the school’s premises by the school, the School Board, a Parent Teacher Association or eg a group raising funds entirely for the school takes precedence over all other non-statutory letting requests (but see 11 above with regard to confirmed lets.) These lets are free of charge although the school is expected where possible to optimise lets by holding events at the same time where possible.

- (ii) **Comhairle users and statutory requirements:** schools may be used for constituency purposes by Parliamentary representatives or the Comhairle's elected members, for election purposes, by Community Councils or by other Comhairle Departments. These lets are free at the point of use. However, uses by other Comhairle Departments should be notified to the School's Business Support Officer as part of the School's School Let Return for consideration of internal recharges to other departments where appropriate.

Where an application for let is booked by an officer or member of the Comhairle, the school should have regard to the declared purpose of the let. Where the let is not for Comhairle business it should be classified according to the normal criteria regardless of the identity of the person(s) applying for the let.

- (iii) **Children, young people and vulnerable adults:** children, young people's and vulnerable adults' groups are those whose formal stated **purpose** is directly targeted to educational or leisure activities for children, young people under 18 or vulnerable adults. Groups which happen to have eg children or young people participating in their activities but which have a more general remit are not included in this category. These lets are free if they are contained within the weekly allocation for subsidised rents set out above or if the school has agreed that they may be allowed in the period directly between the end of the school day and 18.00 when subsidised evening let sessions begin. Other uses outwith this period will be charged at the Standard Rate.

- (iv) **Community/charity/older persons groups**

**Community groups:** are those whose formal stated **purpose** is connected with community projects or activities. Community groups with formal and relevant constitution might be easily confirmed as falling within this category but where other let applicants declare themselves to be within this category, schools will be entitled to seek further details about the nature of the group. It should be noted that groups do not become a community group solely because they happen to be made up from local residents or contain local residents. There must be a direct linkage with eg community wellbeing or development. Any cases where there is remaining doubt about the nature or purpose of the group should be referred to the School Board for determination.

**Charity groups:** are those whose formal stated **purpose** is connected with charitable concerns or fund raising. Registered charities will be easily confirmed as falling within this category. Where other let applicants declare themselves to be a charitable concern schools will be entitled to seek further details about the nature of the group. Any cases where there is remaining doubt about the nature of the group should be referred to the School Board for determination.

**Older persons' groups:** are those whose formal stated **purpose** is connected solely with educational, leisure or similar activities for persons over retirement age. Groups do not become an Older Persons' Group solely because they happen to be made up from retired persons or contain retired persons. Where let applicants declare themselves to be an older persons' group, schools will be entitled to seek further details about the nature of the group. Any cases where there is remaining doubt about the nature of the group should be referred to the School Board for determination.

Community, charity and older persons' groups are charged at the Community Rate.

- (v) **Standard Groups:** Groups or individuals who do not fall in to any of the above categories are counted as Standard Groups. Any groups or individuals who are making a profit from their activities (other than formal charity groups who are raising funds) should be counted as standard groups. Cases where there is doubt about the nature of the group should be referred to the School Board for determination.

### **13. HEALTH AND SAFETY IN SCHOOL LETS**

#### **Premises (general)**

- 13.1 The school is responsible for providing premises that are safe, secure and fit for the purpose for which the let has been authorised. Where it appears to a school, for any reason, that the premises are not fit for the purposes for which the let application has been made, the let should not be granted and the applicant advised of the reasons. The School is not obliged to incur exceptional expenditure (eg on premises adaptations) specifically to facilitate an individual let with unusual requirements.

#### **Use of school playing fields**

- 13.2 Schools occasionally receive requests to allow lets of school playing fields or grounds for purposes which include livestock (eg for agricultural shows.) Schools should be aware that guidance on prevention of ecoli infections means that pupils may not use such ground for a period of 14 days following the date on which the animals were present. Schools should not therefore allow such lets unless there will be a clear period of 14 days before the commencement of school (eg if the let is in a holiday period) or unless they are prepared to prohibit pupils from using or playing on the grounds in question for the appropriate period.

#### **Use of school equipment**

- 13.3 School equipment (other than fixed equipment) does not necessarily form part of the let. Where a letting group wish to use additional equipment (eg projectors or gym equipment) they should apply to the school specifically for use of that equipment. If the use of any equipment is granted, the group will be asked to confirm in writing that they have received the appropriate training or are fit to use the equipment in question. The school will not be responsible for undertaking or arranging any such training.

#### **Fire Safety**

- 13.4 Schools should ensure that all letting groups receive and acknowledge clear written instructions as to the fire safety arrangements in place at the school. Schools with frequent lets should also ensure that an unannounced fire drill is held termly during a school let session on the same basis as that undertaken for school staff and pupils.

#### **Applications for residential use of schools**

- 13.5 For health and safety reasons, the Comhairle does not permit any residential use of school premises.

#### **Kitchen/Canteen Safety**

- 13.6 Use of the school canteen or kitchen is permitted only with the specific permission of the Education Department. Any such let application will be viewed in light of health and safety considerations, both as regards the group and as regards subsequent use by pupils and school staff.

- 13.7 Only school meals staff are allowed to use the appliances in school kitchens. The wages in respect of any hours worked by school meals staff in connection with a kitchen let will require to be paid by the group hiring the premises.

#### **Smoking on school premises**

- 13.8 Smoking is banned in all Western Isles Schools. Under no circumstances may any letting groups or individuals smoke in a school, regardless of the nature of any event.

#### **Reporting accidents or “near misses”**

- 13.9 Where a school is made aware of an accident or “near miss” on the premises during a school let, it should investigate and report the matter immediately using the standard Comhairle reporting procedures.

### **14. SECURITY IN SCHOOL LETS**

#### **Information**

- 14.1 Groups or individuals letting school premises should under no circumstances have any access to any information held about individuals by the school (pupils, staff or others) and should not be able to access areas where security might be important ie areas where cash or valuable goods might be stored or where there are critical computer systems which might be accessed.
- 14.2 Schools should ensure that appropriate security measures are in place to prevent such access eg by means of locked doors, filing cabinets etc. If this is not achievable to the satisfaction of the Head Teacher, the let should not be granted. Schools are not required to incur exceptional expenditure in this regard to facilitate a specific school let with unusual requirements.

#### **Computers**

- 14.3 Schools should only allow letting groups or individuals to use school computers with the approval of the Head Teacher who will consult the Department’s ICT Coordinator as appropriate.

#### **Telephones**

- 14.4 Letting groups should not have unsupervised access to any telephones which might be used to place calls unauthorised by the school. Where it is not possible to physically prevent unsupervised use (eg from a classroom extension) schools should consider measures to disable phones in respect of after hours use other than calls to the emergency services. Schools should note however that they are not required to incur exceptional expenditure in this regard to facilitate a specific school let with unusual requirements.

### **15. CONSUMPTION OF ALCOHOL ON SCHOOL PREMISES**

- 15.1 There are three typical circumstances in which alcohol might be consumed ie:
- (i) where that alcohol is being consumed only (eg wine brought to a teacher’s retirement dinner by those attending and consumed on the premises);
  - (ii) where the alcohol is being supplied to persons attending an event by the person(s) organising the event; and

(iii) where the alcohol is being sold to persons attending an event by the person(s) organising the event.

15.2 Consumption of alcohol alone is not subject to any licensing requirements. Where alcohol is being sold or supplied, however, it would be the responsibility of any groups to obtain the appropriate licences. Failure to obtain licences would mean that alcohol could not be supplied or sold on the premises.

15.3 Where a group requests, as part of a let application, to consume or supply alcohol as part of their let, the matter will be referred to the School Board for determination in line with the predominance of local opinion. **Where a group request permission to sell alcohol as part of a let application, the matter will be referred for determination by the Education and Children's Services Committee.**

15.4 When advising groups in this regard, schools should point out the significant advance notice that could be required to receive the approval of the School Board or Education and Children's Services Committee and to obtain (if appropriate) the necessary licences. Schools are not required to undertake any work in this regard. Groups wishing such permissions should write to the School Board or the Education Department (Head of Educational Resources) as appropriate to commence the approval process and should contact the Comhairle's Licensing Section to seek advice on licensing requirements and applications. However schools may, at their own discretion, and following informal consultation with their School Board, award groups a provisional booking subject to the necessary licences being granted.

## **16. LETS INVOLVING CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS**

16.1 It is the Comhairle's policy that any group or individual which has significant contact with children, young people or vulnerable adults can only let Comhairle premises if the adults are suitable to work with the children, young people or vulnerable people. Local representatives of voluntary sector umbrella organisations carry out these checks for groups (through Disclosure Scotland) and maintain a database of authorised groups and bookers. The Database (and further guidance on the process) is accessible on the Comhairle's Intranet site and passwords are obtainable from schools' Business Support Officers.

16.2 It should be noted that schools are **not responsible for or authorised to** view or arrange any Disclosure Scotland checks for groups or individuals wishing to let their premises. Schools are responsible only for checking the Comhairle database to confirm whether the group and booker is authorised. Groups or bookers not on the database may not have a let confirmed although a school may, at their discretion, make a provisional booking pending database registration.

16.3 Where a school discovers that a group has significant contact with children and vulnerable adults as above, and the group has neither declared this nor is registered on the Comhairle's database, the group's bookings should be terminated or suspended (depending on the timescale) pending regularisation of the situation. Where such a matter comes to light in the course of a specific let schools should, unless there are clear concerns about the nature of the activities, allow that let to continue until the end of the let but send a short report on the circumstances of the let to the Head of Educational Resources on the day following.

16.4 Where bookings have been suspended or terminated as above, schools should not impose a cancellation fee without seeking the specific approval of the Head of Educational Resources.

## **17. BOOKING SCHOOL LETS**

- 17.1 Groups should book lets directly with the School using the standard departmental booking form which is also available on the Comhairle's Internet site. Schools are entitled to ask for 14 days advance notice of a booking although they may, at their discretion, waive this period in exceptional circumstances. Written (or email) confirmation of lets should be sent to all groups as a matter of course including a standard notification of conditions, health and safety instructions and cancellation terms and possible charges. All groups or individuals seeking a let must complete the booking form regardless of whether they are to be charged for the let or not.
- 17.2 Block bookings may be taken on a termly or annual basis and in these circumstances schools may, at their discretion, issue one booking confirmation only. Groups should not be allowed to block book more than one year in advance. In addition, schools will apply judgment in accepting or confirming bookings where it is suspected that delays in building work or other circumstances might prevent the let taking place. In these cases, schools may take a provisional booking but should advise the group of the circumstances and warn them that the school will take no responsibility if the premises are not, after all, available on the required date.
- 17.3 Schools are required to submit a termly return to the Education Department on all lets, including those for which no charges are levied. In addition, all records of non-charged lets (including application forms) should be retained for inspection and for health and safety reasons for a period of 2 years from the date of the let. (This refers only to the school let booking records: other documentation such as copies of notifications of health and safety incidents should be kept for the normal agreed timescales.)

## **18. BOOKING OF SCHOOL LETS BY PERSONS UNDER 18**

- 18.1 There is no bar on school lets being booked and led by young persons aged 16 and 17. (School lets may not be booked by children under 16.). However, schools should note that the normal rules with regard to Disclosure checking etc will apply in these cases as in any other. Schools will also be mindful of the age of the booker or group leader when considering eg health and safety or security arrangements before authorising any such bookings. Where the school is not satisfied, for whatever reason, that the young person is suitable to manage the activity or to meet the conditions of let, they should discuss the matter with their Business Support Officer and refer the matter for determination by their School Board where necessary.

## **19. CHARGING FOR SCHOOL LETS**

### **General**

- 19.1 The basic charges for school lets are set out in the Schedule at Annex 1. Schools should not vary these basic charges unless there are wholly exceptional circumstances and they have received the specific approval of the Head of Educational Resources.

### **Block bookings**

- 19.2 The overwhelming majority of school lets are already subsidised by the Comhairle and there is no discount available for regular bookers (eg where a group books the same evening let every week.) However, there may be circumstances where a group books a large number of rooms in a school (eg for a Feis) and the marginal cost to the Comhairle of the additional rooms is small.

- 19.3 Where a community, charity or older person's group books more than one part of a school for an event such as a Feis, schools should impose the full hourly charge for the most expensive area (eg a school hall) but allow a 75% reduction on the charge for all additional areas/ rooms.
- 19.4 There is no automatic reduction on multiple room letting charges for Standard Rate lets. Where a school believes that there are wholly exceptional circumstances in connection with any such let, they should discuss the matter with their Business Support Officer and seek approval of any variation from the Head of Educational Resources.
- 19.5 Schools may, at their discretion, charge for the use of non-fixed equipment at a rate to be set by the school. If any charge is levied, the income from the use would be liable to VAT and full details of the transaction would be required to be submitted to the Comhairle together with the relevant portion of the income. The school will have to certify that the equipment is fit for the purpose for which it was intended and that the Comhairle's insurance section is aware that the item of equipment might be used by members of the public. Any additional insurance charges levied would have to be met by the school from the proceeds of the equipment hire.

## **20. INVOICING FOR SCHOOL LETS**

- 20.1 Schools should invoice groups for one-off lets as soon as possible after the event. Schools may, at their discretion, invoice regular users less frequently but on at least a termly basis.

## **21. LICENCES FOR LET ACTIVITIES**

- 21.1 Schools should ensure that the school is in possession of all relevant licences (eg performance and entertainment licences) which may be required having regard to the nature of the let before confirming the booking. Groups letting the premises are responsible for obtaining other licences such as clearing copyright issues before performing a copyrighted musical etc.

## **22. SUB LETTING OF PREMISES**

- 22.1 Where school premises are rented out (eg to a pre school group) or used by another group or department, no let should be allowed without the agreement of the person or group using that area of the school. If the let is agreed however, all normal letting rules apply including the application of the charging policy. Any monies received by the school for such lets would accrue to the Comhairle.

## **23. REQUESTS FOR USE OF SCHOOL PREMISES BY MEDIA COMPANIES**

- 23.1 Requests for the use of school premises by media companies may not constitute a normal let and such cases should be discussed individually with the school's Business Support Officer and the Head of Educational Resources.

**COMHAIRLE NAN EILEAN SIAR**  
DEPARTMENT OF EDUCATION

**SCHOOL LETS POLICY**

**CHARGES FOR USE OF SCHOOL PREMISES**

DESCRIPTION	CHARGE PER HOUR
<b>Children/Young People/Vulnerable Adults</b>	Free for subsidised let sessions. Other uses at appropriate rate below.
<b>Community/Charity/Older persons</b>	
Classroom/school hall or theatre/canteen	£6.00
Playing Field	£22.00
<b>Standard Rate</b>	
Classroom/ School hall or theatre/canteen	£23.00
Playing Field	£48.00
<b>Sunday Usage</b>	
No staff required	£ 6.00
Staff supervision required	£ 23.00
<b>Other uses on application</b>	