



LETTINGS AND CHARGING POLICY

Author:

Business Manager/Principal

Date adopted by Governors/Academy:

October 2017

Date of last review/update:

July 2019

Date to be reviewed:

October 2020

Introduction

Our Academy Vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

At All Saints Academy, our vision is “Living Well Together with Dignity, Faith and Hope and this translates into our everyday practice. Our Academy has faith that those with a responsibility for lettings will act with integrity in all transactions ensuring that incomes from lettings are maximised. This will mean that the extra funds will assist the Academy in ensuring students can gain a high quality education regardless of funding constraints.

This document sets out the Academy’s approach towards developing effective Community Use of its premises ensuring that we fulfil our vision to ‘Live Well together.’

Rationale:

The Governing Body of the Academy controls the use of premises out of Academy hours, and should encourage use of the Academy by the community. The Academy may retain income from lettings at charges determined by its Governing Body. Likewise, the Academy is responsible for all expenses incurred from the operation of lettings.

Aims:

The Governors wish to encourage parents and other voluntary community groups to provide help and support in the learning process; in particular, contributing their own skills, knowledge and understanding to students’ development. In this way the Academy will afford local families opportunities to transform their lives and fulfil potential as the premises become widely used for events.

The Academy should actively seek to provide out-of school learning opportunities, which may be for students, for the community, or for both groups simultaneously.

Promotion of the Academy is encouraged within the local community, developing good relationships both with organisations and individuals.

The staff and governors see the Academy building and grounds as a valuable resource, which can be made available to the community to hire when that use matches the aims, objectives and ethos of the Academy. The Academy should maximise income from the letting of the premises.

Purposes of hire for regular and occasional use may include:

- Sports and fitness activities
- Training and education
- School reunions
- Amateur dramatics
- Exhibitions
- Meetings, forums etc.

The Governing body does not, as a rule, permit use of the premises for wedding receptions, private parties, public discos, rock concerts etc. Past experience shows that such events have caused the Academy and their neighbours issues, including: overrunning booked time, failure to clean up, damage to hall floor, drunkenness and noise nuisance compromising security.

The Governing Body reserves the right to refuse access to any organisation which does not have the vision, ethos and values of the Academy.

Booking Times

Times normally available for regular hire are as follows:-

Monday to Thursday	18.00 till 21.00
Friday	18.00 till 17.00
Saturday	09.30 till 16.00
Sunday	10.00 till 13.00

The premises may be hired later in the evening on an occasional basis in agreement with the Premises Manager.

Management and Administration

The Academy Services Manager is responsible for:

- the efficient and cost effective management of all aspects of the lettings function.
- ensuring the Premises Manager takes responsibility for monitoring the quality of service provided to hirers.
- reviewing and developing the "Lettings Policy" in conjunction with the Principal and Governors.

The Academy Services Manager and Site Manager may administer established, regular lettings on an ongoing basis. Any new or occasional lettings shall normally be approved by the Academy Services Manager and Principal on behalf of the Governors, or, in special circumstances, by the board of Governors.

Charges to Hirers

- The Academy charges prices determined by the Governing Body.
- These charges may be applied to any external hirer, e.g. commercial organisations, clubs etc. The Academy's current schedule of charges is detailed below and shall be reviewed by the Governing Body on an annual basis. Any concessionary rates awarded to hirers will also be reviewed on an annual basis.
- The Governors, or Principal on their behalf, may agree to charge reduced prices in special circumstances, e.g. charities, feeder schools etc

AREA	COST PER HOUR*
Sports Hall – Half (2 courts)	£35
Sports Hall – Whole (4 courts)	£60
Main Hall (limited availability)	£55
Dance Studio	£55
Drama Studio	£55
ICT Suite	£55
Classrooms	£25
3G Pitch: 3 small sided pitches each at	£35
Entire area of 3G pitch	£80
MUGA	£25

* All costs will be reviewed annually

Note: Interactive white boards and projectors available with hire.

Commercial charges by negotiation.

Contact Numbers

Bookings administration/queries	01582 619700	8.00am till 4.00pm
Premises Manager - Ian Taylor	07910 981666	
Fax	01582 619701	24 Hour

Notes for Hirers

1. Hirers must submit their exact accommodation requirements on the booking form provided, and state what other equipment will be required e.g. hall, foyer, changing rooms etc.
2. The hours of hiring must include all of the time taken for preparing the event as well as time taken for clearing away. The Academy allows grace time of 5 minutes before a letting and 10 minutes after. Hirers will be charged for additional time if any let overruns the booked time.
3. The Academy should be reasonably satisfied that the Hirer is able to manage the let in accordance with adequate care, health and safety procedures, child protection procedures etc. before agreeing to accept the booking. If the Academy does not feel that satisfactory procedures will be in place during the let they have the right to decline the booking application.
4. At least one referee will be requested; ideally from a previous letting arrangement. Referees should be independent and not a relation or from within the hiring organisation.
5. No pets/dogs (other than assistance dogs) are allowed anywhere on the school site.
6. The completed application form (pages 5 to 8 of this policy) should be returned to All Saints Academy Dunstable at least **7 days** in advance of the letting taking place.
7. Payment for the hire must be made at least **7 days** before the first booked date.
8. Lettings booked for more than 6 weeks consecutively must pay 2 weeks hire up front as a deposit. This must be made at least **7 days** before the first booked date.
9. Cancellation of the hire must be sent in writing or email to the Academy **no later than 7 days before the date of the booking**. In the absence of such written confirmation, the hirer will still be liable for the full cost of the booking. This includes any individual weeks that form part of a block booking. Failure to attend is also subject to full charge.
10. The charges for the hire shall be those in force on the date of the hire.
11. The Academy reserves the right to cancel a hire at short notice due to reasons beyond our control, eg ice/snow.
12. All hirers must have Public Liability Insurance providing cover up to £5 million. For individuals or organisations who do not have insurance, 13.75% of the hire charge, will be added to the bill, which will pay for the cost of cover through the Academy's insurers.
13. A copy of the hirer's policy certificate should be attached to the booking form. The validity of this certificate will be checked by the Academy.
14. The organiser of the letting **must** arrive in advance of the rest of the group and must **leave** only, when all of their group have left.
15. Hirers are responsible for making their own provision for the attendance of a (current) First Aid trained person and should carry their own basic first aid equipment, mobile phones etc.
16. The Premises Manager will be pleased to meet hirers (and their stewards) in order to run through these procedures, either on the day or – preferably – at a time agreeable to all parties prior to the event.



ALL SAINTS ACADEMY DUNSTABLE

APPLICATION FORM FOR THE USE OF ACADEMY PREMISES

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our lettings policy are adhered to at all times.

Club/Organisation: _____

MAIN CONTACT

Name: _____

Position within club (i.e. Chairman/Treasurer) _____

Contact's Address: _____

_____ Postcode _____

Telephone No: (day) _____ (evening) _____ Mobile _____
(please provide at least one phone number)

Email address: _____

I confirm that I am over the age of 18 years and I understand that, if permission is granted, it will be subject to all conditions of usage within the Academy's Letting Policy. I am aware that paying this premium does not absolve myself and my organisation (as the Hirer) of the responsibility for injury or damage caused by our neglect during the hire. I understand I must give immediate notice in writing, to either the Premises Manager or the Academy Services Manager, of any accident or damage caused during the letting.

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my organisation leave the premises at the time stated on the booking form.

Signature of Applicant: _____

APPLICATION FORM FOR THE USE OF ACADEMY PREMISES

ACCOMMODATION REQUIRED	TIME		DATES REQUIRED (please include day of week, eg Mon 1/7)	TOTAL HOURS	COST PER HOUR	TOTAL COST
	FROM	TO				
Sports Hall – Half (2 courts)						
Sports Hall – Whole (4 courts)						
Main Hall (limited availability)						
Dance Studio						
Drama Studio						
ICT Suite						
Other..... please specify						
3G						
MUGA						
Classrooms						
Deposit (if required)						
TOTAL COST						

Name of Organisation	
Nature and object of meeting	
Will any copyright material be used?	
Estimated number of people to be present	
Estimated number of children under 16 years to be present	
If children or vulnerable adults are involved, please confirm your arrangements for child protection.	
Will all persons be members of the Organisation?	
Will charges be made, if so how much and what for?	
How many tables / chairs will be required?	
Any other equipment required (e.g. O.H.P.) ?	
References: Please supply at least one.	
1.	2.

FOR OFFICE USE ONLY :	£
Cancellation costs	
Additional administration (amendments)	

Valid Public Liability Insurance Cover	Invoice Sent	Payment Received	References Checked

Terms & Conditions of Bookings

1. The use of our Academy premises is permitted by the Governing Body on the understanding that the following rules are adhered to at all times.
2. Once you, the hirer, have been accepted to use the Academy premises, you are automatically bound by all terms and conditions of usage of the premises. The Governing Body have the right to vary these terms and conditions at any time.
3. The hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.
4. The hirer is responsible for the protection of the premises from damage and for the good behaviour of all associated users.
5. The Governing Body will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought onto the premises at the sole risk of the owner.
6. The hirer is responsible for informing the Governing Body, of any person sustaining injury or loss on the school premises during the period of the let.
7. Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area. Safe entry and exit must be maintained from the premises and as well as clear access for emergency and service vehicles.
8. The hirer must ensure requirements in connection with the issue of licenses for public dancing, music, public entertainment, performing arts or sale of alcohol are fully in place.
9. No intoxicating liquor shall be brought or consumed on Academy premises or any part thereof except as part of a recognised activity by the hiring organisation.
10. Any hiring organisation suspected of or found to bring illegal substances onto the premises will be reported to the relevant authorities and barred from any future hire.
11. No person under the age of 16 years is permitted on the premises without adequate adult care and supervision.
12. All children are to be supervised at all times. Groups organising care schemes will adhere to all regulations set out in the Children Act 1989 including Child Protection and Safeguarding.
13. The right of access to all parts of the Academy premises, whether or not included in the permission for hire, is reserved to the Academy, Governing Body or any authorised officer and the hirer shall not obstruct or interfere with this right.
14. No alterations or additions including electrical work, flooring, staging, curtaining or scenery may be carried out without the previous consent from the Academy Services Manager and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Academy and shall be returned to their original state immediately after usage, at the expense of the hirer.
15. Furniture, including chairs, must not be removed from the Academy premises nor for use either on the playing field or playground or in any other building outside the Academy unless prior permission

has been applied for and granted by the Academy Services Manager.

16. No advertising may be placed in any area of the Academy premises without the direct permission of the Academy Services Manager.
17. The Academy's No Smoking Policy must be adhered to at all times.
18. The hirer must show the Academy they have adequate insurance in place for the activity proposed. If not, the Academy can organise public liability insurance cover at an additional charge as part of the booking agreement.
19. The hirer will adhere to all Health and Safety requirements as required by the Academy.
20. Food or drink must be kept in designated social areas, unless prior written permission has been granted.
21. It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.
22. The Governing Body may cancel any permission granted to use the premises:-
 - a) If the area to be hired is required for official educational activities organised by the Academy.
 - b) If any damage has been caused to the premises or to any property of the Academy during any previous use of the premises by the person or body now wishing to use the premises.
 - c) If there are any breaches of these terms and conditions.
 - d) If, for any reason, the Governing Body deem it necessary or expedient to cancel.
 - e) Any fees paid to the Governing Body in respect of a hire which is subsequently cancelled by the Governing Body will be refunded unless the cancellation is by reason of damage having been caused.

I ACCEPT THE ABOVE TERMS & CONDITIONS

NAME (block capitals) _____

SIGNATURE _____ **DATE** _____

Monitoring, Evaluation and Review

The Governing Body has delegated to the Principal the responsibility for reviewing the implementation and effectiveness of this policy. The Governing Body will approve all major changes to this policy. The policy will be promoted and published throughout the Academy.