



**Alleyne's**

**A C A D E M Y**

NISI DOMINUS FRUSTRA - 1558

## **LETTINGS POLICY**

**September 2017**

# Lettings Policy

**Member of Staff responsible:** Director of Business & Finance

**Review Date:** Annually

## 1. AIMS:

- To provide facilities, as appropriate, for use by the community in line with the Academy's role as a community school.
- To provide funding from lettings to enhance the educational provision of the pupils in Alleyne's Academy.

## 2. OBJECTIVES

- To respond to the needs of the community as far as is possible.
- To promote Alleyne's Academy within the community as a centre for community activities.
- To provide a competitive service to attract finance to invest in the educational provision of the Academy.
- To be aware of the effects that lettings have by monitoring the number of lettings, their suitability and the pressure on staff and resources.

## 3. RESPONSIBILITIES

### Business Manager

- The Business Manager will be responsible for the implementation of the Lettings Policy.
- She will keep the Headteacher and Governors informed on a regular basis of all matters involved with the lettings.

### Finance Officer

- The Finance Officer will be responsible for the monitoring and recording of all lettings and inform hirers of the bookings and regulations that accompany it.
- She will keep a record of income and expenses incurred to provide a balance of income against expenditure.
- She will liaise with the premises staff to arrange staffing for lettings.

# Hiring Conditions

- The hirer is responsible for ensuring that they comply with all the terms of the letting agreement.
- The letting agreement form and fire risk assessment must be completed and signed prior to the letting taking place.
- A copy of the hirer's Public Liability insurance document must be provided to the Academy Finance Officer prior to the letting taking place.
- The premises are provided essentially for educational purposes and must not be let in such a manner that may prejudice their use for this purpose.
- No apparatus, tools or equipment belonging to the establishment shall normally be used, unless specifically hired.
- No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the byelaws of the Local Authority.
- The promoters of entertainment and similar functions to which the public are admitted shall be responsible for completing to the satisfaction of Governors all formalities in connection with the use of the premises for that purpose. Where the Chief Fire Officer or Licensing Officer require additional facilities for the purpose of a letting which are not already installed (i.e. "Exit" sign or emergency lighting), it shall be the responsibility of the hirer to provide such of an approved type and method of installation.
- Payment for admission shall be deemed to include admission by ticket or programme or by any other method, by which the making of a payment entitles the person to admission.
- The Headteacher may cancel without notice any letting if unforeseen circumstances make it impossible to provide compliance with health and safety requirements.
- The hiring body shall be responsible **during** the function or entertainment for which the premises are hired for ensuring:
  - all safety requirements and recommendations of any licensing authority are complied with;
  - any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with;
  - suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger and damage to the premises;
  - a copy of the Academy's Health and Safety Policy is available from the Academy Reception. It is the responsibility of the hirer to be aware of the contents of this policy.
- Intoxicating liquor shall not normally be brought into or consumed at educational establishments without the prior consent of the Governors. Where such consent is given it is on the understanding that the hirer complies with the licensing laws.
- Alleyne's Academy is a non-smoking area.

- The hirer shall be responsible for reimbursing the full cost of any damage occasioned by users to premises, furniture, apparatus and equipment and will be required to indemnify the Academy against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises.
- The hirer is responsible for everyone who is on the premises of Alleyne's Academy for the activities they are organising and, generally, for everyone who comes on to the parts of the Academy's premises which are under the hirer's control at stated times.
- No notices or placards shall be affixed to, lean upon or be suspended from any part of the school premises.
- No bolts, nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The hirer shall ensure that no persons using the permitted area to use shoes with stiletto heels or other footwear which may, in the opinion of the Governing Body, be damaging to the floor surfaces.
- The parking of vehicles on the Academy's property shall be permitted in approved areas only on the condition that persons bringing such vehicles onto the premises do so at their own risk and that they accept responsibility for any damage to the Academy's property or injury to any person whether connected with the establishment or not caused by such vehicles or their presence on the Academy's premises.
- Any hiring of a playing field may be cancelled without notice if weather conditions or the state of the ground makes it likely that unreasonable damage may result from use. Suitable footwear must be worn.
- Sub-letting is not permitted but shared lettings of facilities are permitted provided that all sharing organisations are included in the application.
- The hiring body shall comply with such additional conditions as the Headteacher or the Governors may require in writing to be observed for a particular letting.
- The Governors or Headteacher reserve the right not to allow any lettings as they see fit.

## **Letting Charges**

The lettings charges are reviewed and set by the Academy's Governing Body on an annual basis. These rates take into consideration energy costs, wear and tear on premises, site supervisor/janitor expenses and security of premises. **All charges should be paid in advance of the letting.**

If it is necessary to cancel the letting please notify the Site Manager on 07870 380154 within five working days of the booking date. Cancellations made after this time will incur a charge.

**LETTINGS CHARGES with effect from September 2017**

	<b>Weekday</b> Single Hourly Rate £	<b>Weekend</b> Single Hourly Rate £
Classroom	20.00	20.00
Dining Room	30.00	40.00
Drama Studio	30.00	40.00
Theatre	30.00	40.00
Hall	30.00	40.00
Sixth Form Area	20.00	24.00
Cricket Pavilion	30.00	36.00
Playing Field	30.00	36.00
Movement of furniture (by caretaker)	20.00	25.00

- A cleaning charge will be imposed if the premises are not left in a suitable condition.