



LETTINGS POLICY

January 2023

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

Director of Business & Finance

- The Director of Business & Finance 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.
- She 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 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 must indemnify the school in the minimum sum of £5,000,000 against all public liabilities and evidence must be provided before the let takes place. The Public Liability Insurance must be taken out in the name of the hirer/organisation and not an individual. If the hirer cannot provide evidence of adequate cover the hire will not be permitted.
- 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.
- All lettings must fit with the culture and ethos of the Academy and the Governors or the Headteacher reserve the right not to allow any lettings which do not fit with Fundamental British Values
- No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fees.
- The hirer shall comply with all the provisions of the Copyright, Designs and Patents Act 1988. If the hirer shall fail to do so any permission previously granted by the Local Governing Body to use the school premises shall be immediately cancelled and the Local Governing Body shall have the right to recover fees, charges or any other payments referred to in these Regulations. The hirer shall indemnify the Local Governing Body from and against all actions, proceedings, costs, claims or demands whatsoever, arising out of the performance of Copyright Works on school premises. The hirer shall, immediately after any performance or function at which music has been performed or songs sung, complete, sign and return to the Performing Right Society a Performing Right Society Limited form obtainable from the Performing Right Society Limited, 29-33 Berners Street London W1P

4AA. If it is proposed to play a copyright record or tape in public, application for a licence so to do must be made to Phonographic Performance Ltd, 103 James Street, London W1R 3HG

- Evidence that the necessary licences have been obtained must be supplied to the school at least one week before the letting.
- No gaming is allowed except in accordance with the conditions of the Gaming Act 1968, Section 41 when gaming is carried on at an entertainment promoted for raising money to be applied for purposes other than private gain. A copy of these conditions is open for inspection in the Local Magistrates Court during the normal hours of business and the hirer shall be deemed to have knowledge of the contents thereof whether or not he has availed himself of the opportunity of inspection.

Use of Sports Hall, Classroom Studio & Synthetic Pitch

Any hire of the sports hall, dance studio or the synthetic pitch must be attributed to a named hirer who then takes on the responsibility for fulfilling the conditions of the hire.

Any hiring must be made on a termly basis and charges should be paid in advance.

Any equipment put out by hirers must be removed at the end of the hire period and put back in the community store cupboard.

School permission must have been given for hirers to store their equipment in the community store cupboard.

The hirer is responsible for closing any windows and doors that they open.

All hirers must have left the sports facility and site by 9.45pm and closed the outside door behind them in readiness for the building being locked up at night.

Any late departures resulting in call outs or alarm activations will be charged a one off fee of £50.

During exam periods the sports hall will not be available for hire. The hirer will be advised of any exam periods prior to any letting agreement.

Failure of any hirer not abiding by the above conditions may result in the cancellation of a letting.

Health & Safety

Hirers of the school premises are required to give due attention to their own Health & Safety and to the Health & Safety of others.

In case of accident or emergency, please contact your designated member of staff from school.

Prior to the letting take place it is important that the hirer is aware of the following Health & Safety arrangements:

It is the responsibility of the hirer to make their own arrangements for the provision of first aid facilities.

Emergency exit routes are signed throughout the school premises.

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 Director of Business & Finance on 01785 337400 within five working days of the booking date. Cancellations made after this time will incur a charge.

LETTINGS CHARGES with effect from January 2023

	Weekday Single Hourly Rate £	Weekend 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
Sports Hall	45.00	45.00
Astro Turf	80.00	80.00

- A cleaning charge will be imposed if the premises are not left in a suitable condition.
- The minimum hire is one hour.

APPLICATION FOR HIRE OF ALLEYNE'S SCHOOL PREMISES

This form should be returned to A. Jones, Director of Business & Finance at Alleyne's Academy

Contact Details
Name of establishment:
Name of contact:
Address:
Telephone no:
Email address:

Letting Details
Purpose of letting:
Date(s)/Days of Use:
Times of Use:
Rooms/Areas required:
Equipment required (if applicable):
Maximum number of participants:
Age range of participants:
Number of supervising adults:
Relevant qualification of supervising adults:
Where applicable, have List 99 and DBS checks been carried out? When? By Whom?
Please provide evidence in the form of the original documentation
Does the Hirer have appropriate policies/procedures to ensure safeguarding and child protection? Please provide copies of all relevant information.

DECLARATION BY HIRER:

I hereby make application for the hire of the accommodation, facilities and equipment stated above and agree to abide by the Conditions of Use.

Signature of applicant:

Full name (in block letters)

Date:

NOTE: The giving of false information on this Application for Hire Form may lead to the cancellation of the booking without notice.

AGREEMENT FOR THE USE OF SCHOOL PREMISES

AN AGREEMENT made..... (date) between

Alleyne’s Academy and

(Name of hirer/organisation)

IN CONSIDERATION of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions: -

- payment being made in full at least one week/month/term (delete as applicable) prior to the letting(s) taking place;
- the person in charge of your activity being shown the fire escape routes before the start of the letting;
- agree to make arrangements with the school to visit the site and complete a site checklist and hazard exchange form at least one week before the date of the hire.
- Public Liability insurance has been arranged for at least £5,000,000 in the name of the hirer/organisation.
- The Conditions of Use prevailing at the time of the letting.

A receipt and authorisation to use the premises will be issued when payment is received.

THE SCHEDULE

Area hired/additional facilities and equipment	Dates and Times of Hire	Cost of Hire

Signed by _____

Date: _____

On behalf of the Governing Body

Signed by the hirer _____

Date: _____

NOTE: Please ensure the Conditions of Use and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.

** Add more rows if required*

The following site arrangements for the letting have been agreed by both parties. Any changes to the letting, such as activities, duration or equipment being brought onto the premises must be reviewed by both parties.

Site Arrangements	Details

Where necessary, both the Director of Business & Finance and the person / group letting the building will be required to exchange written risk assessments.

Director of Business & Finance (signature)	
Representative for those Letting the Premises (signature)	
Date	

Appendix 2

Lettings Induction Checklist

Name of Client:	
Date of booking:	
Director of Business & Finance:	
School Caretaker:	

	Y/N	Initials	Date
Has the letting client provided evidence of their current public liability insurance?	Y/N		
Has the client provided a method statement to the school outlining the details of their booking?	Y/N		

General	Y/N	Initials	Date
Has the school caretaker provided a contact number for the client for use in an emergency?	Y/N		
Has the school caretaker provided a contact number for the client for use in an emergency?	Y/N		
The school shall conduct regular testing of emergency lighting, water temperature & P.A.T	Y/N		
Any electrical equipment owned and used on site by the client must be P.A.T	Y/N		

Fire	Y/N	Initials	Date
The school shall provide a walkthrough of the fire evacuation routes and assembly point	Y/N		
Is the client aware of the location of the nearest call points and fire extinguishers?	Y/N		
Is the client aware of their responsibility to take a register of attendees in the event of fire?	Y/N		

Security	Y/N	Initials	Date
Has the client been made aware that no other parts of the building are accessible to them apart from the room/s they hired?	Y/N		
The client and their attendees must not arrive earlier than 30 minutes before the start of the booking if it is in the lecture theatre	Y/N		
The client/attendees must not attempt to gain access to any other areas of the building not specified in the hazard exchange form	Y/N		
The client and attendees must use staff toilets only in the main school building.	Y/N		

School grounds & car parking	Y/N	Initials	Date
The school shall provide external lighting to car parks during winter months	Y/N		
The school shall only provide clearing of snow from footpaths during snow fall during the normal school day.	Y/N		
The client and attendees MUST NOT under any circumstances park on the school site except when attending the clients classes/events	Y/N		
Clients and attendees must not park outside of marked bays or in a way that may cause obstruction	Y/N		
All vehicles parked at the school do so at their own risk. The school does not accept any responsibility for theft or damage caused to vehicles on the site.	Y/N		

Room management	Y/N	Initials	Date
The client shall be responsible for returning the room hired back to its original layout and in good, tidy condition.	Y/N		
The client must not store any items at the school unless by prior arrangement	Y/N		
Any chemicals used by the client (for example: paint, white spirit) a COSHH SDS should be provided <i>No chemicals should be flushed down sinks or left in the room under any circumstances</i>	Y/N		
4. Any of the school's electrical equipment should not be used (including computers) must not be used without prior arrangement	Y/N		

The Client

I have received an induction and agree to abide to the school's procedures in relation to my letting.

I understand that the school will review the letting policy annually.

Signed:

Dated:

Alleyne's Academy

Signed:

Dated: