



LETTINGS POLICY

Responsible	Director of Business and Finance
Approved by SFAR	January 2026
Renewal Date	January 2027

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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 students 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 liaise with the premises staff to arrange staffing for lettings.

4. 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 Director of Business and Finance 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.
- 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 fire regulations 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 and Safeguarding Policy are available from the Director of Business and Finance. It is the responsibility of the hirer to be aware of the contents of these policies.
- 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.
- Allynnes Academy is a non-smoking/vaping 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 Academy 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 Academy 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 Governors, 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 or AstroTurf 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 Governors to use the Academy premises shall be immediately cancelled and the Governors shall have the right to recover fees, charges or any other payments referred to in these Regulations. The hirer shall

indemnify the Governors from and against all actions, proceedings, costs, claims or demands whatsoever, arising out of the performance of Copyright Works on Academy premises.

- Evidence that the necessary licences have been obtained must be supplied to the Academy at least one week before the letting.

5. Use of Sports Hall, Classroom & Synthetic Pitch

- Any hire of the sports hall, sports classroom or the synthetic pitch must be attributed to a named hiree who then takes on the responsibility for fulfilling the conditions of the hire.
- Charges will be made in retrospect at the end of each month.
- Any equipment put out by hirers must be removed at the end of the hire period and put back in the community store cupboard.
- Academy 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 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 £100.
- 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.

6. Health & Safety

- Hirers of the Academy 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 Academy.
- Prior to the letting take place it is important that the hirer is aware of the 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 Academy premises.

7. Letting Charges

The lettings charges are reviewed and set by the Academy's Governors on an annual basis. These rates take into consideration energy costs, wear and tear on premises, site supervisor/janitor expenses and security of premises.

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 may incur a charge.

Letting Charges with effect from April 2026

	Weekday Single Hourly Rate £	Weekend Single Hourly Rate £
Classroom	22.00	22.00
Dining Room	32.00	42.00
Drama Studio	32.00	42.00
Theatre	32.00	42.00
Hall	32.00	42.00
Sixth Form Area	22.00	26.00
Cricket Pavilion	32.00	38.00
Playing Field	32.00	38.00
Movement of furniture (by caretaker)	22.00	27.00
Sports Hall	47.00	47.00
Astro Turf	82.00	82.00

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

8. APPLICATION FOR HIRE OF ALLEYNE'S ACADEMY PREMISES

This form should be returned to Mrs 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 ACADEMY PREMISES

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

Alleyne’s Academy and

(Name of hirer/organisation).....

IN CONSIDERATION of the Academy 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:-

- Hirers will be invoiced retrospectively at the end on each month. Payment must be made within 14 days
- 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 Academy 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.

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.

Appendix 1

Hazard Exchange Information for Lettings

Premises Name & Address	
Details of Letting (Eg - Brownies)	
Contact Name	
Contact Telephone Number	

Section 1 - Premises Hazards

The Director of Business & Finance must identify any hazards in the premises which may pose a risk to those letting the premises. Any control measures required to reduce risk must be followed by those letting the premises.

Hazards Identified & Notified to those Letting the Premises	Details / Location & Control Measures to be Taken

Section 2 - Letting Activity Hazards

Those letting the premises must identify the hazards created by the activity or equipment used which pose a risk to the regular users of the premises or those present during the Letting.

Those letting premises must identify the control measures they will have in place to reduce the risks.

Hazards Identified & Notified to those Letting	Details / Location & Control Measures to be Taken

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 Details:	
Caretaker Details:	

	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 Academy outlining the details of their booking?	Y/N		

General	Y/N	Initials	Date
Has the caretaker provided a contact number for the client for use in an emergency?	Y/N		
Has the caretaker provided a contact number for the client for use in an emergency?	Y/N		
The Academy 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 Academy 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 Academy building.	Y/N		

Academy grounds & car parking	Y/N	Initials	Date
The Academy shall provide external lighting to car parks during winter months	Y/N		
The Academy 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 Academy 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 Academy do so at their own risk. The Academy 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 Academy 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 Academy's electrical equipment should not be used (including computers) without prior arrangement	Y/N		

The Client

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

I understand that the Academy will review its letting policy annually.

Signed:

Dated:

Alleyne's Academy

Signed:

Dated: