

LETTINGS POLICY



Latest review undertaken on 30th January 2012

By the Finance and General Purposes Sub-
Committee

Ratified by the Full Governing Body on 23rd
February 2012

Next review: Spring term 2013

This policy sets out current procedures as exemplified in the 'school lettings package', and takes due notice of the YPLA (Young People's Learning Agency) funding agreement.

The Academy itself sets charges. This function is delegated to the Finance and General Purposes sub-committee of the governing body. (See terms of reference, finance).

Issues relating to all lettings.

General conditions of hiring. See Appendix 1.

Regular lettings are required to have a Child Protection Policy – each group that hires the hall where children are part of the group is required to hold a policy that ensure children are safeguarded. This will form part of the letting agreement.

Health and safety – each hirer will be shown the locations of the maps of the Academy showing the fire exit points, location of fire extinguishers, fire blankets etc. and it is their duty to inform occupants.

Insurance – The Academy's public liability insurance covers any damage arising through its own negligence.

All hirers need their own public liability insurance to cover their own negligence. Minimum level of £5 million.

Copy of insurance certificate to be given to Academy before letting (original to be inspected).

Licensing - Copy of licence (if needed) to be given to the Academy before event.

Polling Station

The Academy is obliged to agree to provide its premises for this function. Charges must reflect only the reasonable additional costs incurred.

Long Term Lettings

A contract is drawn up and signed by the academy and the hirer setting out:-

- (i) Days and time of usage
- (ii) Current fees
- (iii) One term's/month's notice to terminate the agreement for either party
- (iv) Proof of third party insurance cover i.e. photocopy of certificate of insurance
- (v) Any other relevant matters

The finance committee reviews charges annually.

Short Term Lettings

The Academy gives priority to parent's evenings, concerts, Hadrian Parent Teacher Association events.

The principal consults the chairman of the finance committee when a request is made. If possible formal permission is sought and obtained at governors' meeting.

Calculating charges

Each letting of a singular nature shall be charged at a rate that reflects the event and the provision required. All costs listed below must be considered:-

- Energy costs.
- Administrative costs, including opening up and locking up.
- Wear and tear.
- Cleaning & site agent costs.

Where appropriate, if alcohol is served on the premises a licence is required if it is a singular letting.

Review

This policy is to be reviewed annually. Next review will be Spring 2013.

Appendices.

1. General conditions of hiring/notes/map of the Academy.
2. Copy of specimen long and short term contracts.
3. Current lettings and charges.

Appendix 1

General Conditions of Hiring

1. All applications must be agreed in writing. The Governors reserve the right to refuse any application without stating their reason for so doing.
2. Applications will not be considered from persons under 18 years of age.
3. The precise purpose for which the accommodation is required must be stated clearly and fully on the application form.
4. Maximum numbers - Hall - 220
5. The hirer is responsible to the Governors for any loss or damage to the building, furniture, fixtures or fittings, caused or contributed to by any negligence, lack of control or misconduct on the part of the hirer, his servants or agents or any person making use of the accommodation in connection with the hiring.
6. Use of the kitchen is by arrangement with The Kitchen Manager and academy. A separate fee is payable for this which must be negotiated separately.
7. Regular lettings must provide a written copy of their Child Protection Policy.
8. The Governors accept no responsibility for loss or damage to any vehicle parked on the Academy premises during any function. You are requested to ensure that minimum disruption is caused to local residents.
9. **SMOKING IS STRICTLY PROHIBITED WITHIN THE ACADEMY BOUNDARY (In line with Government legislation).**
10. All arrangements should be made via the Principal :-

Mrs S. Ingham,
c/o Hadrian Academy, Hadrian Avenue,
Dunstable, LU5 4SR Tel : (01582) 618400
hadrianacademy@cbc.beds.sch.uk

The premises must be left in a clean state after the function.

11. The hirer is responsible for providing stewards in the ratio of 1 : 20.
12. Please refer to attached sheet for locations of exits, fire extinguishers and meeting points in case of emergency evacuation..
13. Parking should be on the playground only. Avoid parking in Hadrian Avenue.
.....

I have read the above information and agreed to the conditions of hiring.

Signed Date

NOTES

1. Hirers should indicate exact accommodation required e.g. hall, hall and foyer, classroom(s), lavatories, kitchens etc. and state if piano or other equipment is needed.
2. If a licence is needed e.g. for a performance, alcohol, etc., the hirers must make an application to the **appropriate licensing authority at least 21 days** before the event. A copy to be given to the academy.
3. The hours of hiring include time for preparing for the event and clearing up afterwards.
4. The hirers must be able to show that they are insured and able to indemnify the governing body of the Academy if it has to repair, replace or make good any part of the Academy premises or contents which may be lost, damaged or destroyed as a result of the hirer's use. A copy of public liability insurance must be provided for the Academy.
5. The hirers should familiarise themselves with escape routes and the position of fire alarms and fire extinguishers. They should ask the Academy site manager to show them these. If there is a fire, the hirers should call the Fire Service.
6. Hirers will be charged for the use of the premises if notice of their cancellation is less than one week.
7. All hirers should have a mobile phone on the premises.
8. Community Groups are allowed to use the facilities by nil arrangement however they must have valid insurance in place.

9th January 2012

Dear Mrs Coxhill,

Hadrian Academy Trust writes to confirm the general arrangements in place for the Lettings Agreement and asks you to sign and return one copy and retain the other copy for your records.

.....
Lettings Agreement for Ballet Classes

(i) Days and time of usage.

Monday	-	5.00pm – 8.30pm
Wednesday	-	5.00pm – 9.00pm
Friday	-	5.00pm – 8.30pm

Any changes in these times to be made by mutual agreement.

Hadrian Academy Trust will give as much notice as is reasonably possible if the building is required for school use in 'ballet' time.

Fee to be reviewed annually and notified each July.

(ii) Fees from 01/09/11 - £14.10 per hour.

Which includes use of entrance hall, hall, hall chairs, piano, lavatories on top corridor, heating and wear and tear on hall floor. All reasonable precautions must be taken to ensure no unnecessary wear/damage to floor. All chairs to be returned to original position at the end of the letting.

Not included : any use of administrative block including lavatories, classrooms or stairways, library area, caretaking or locking up.

(iii) Fees for demonstration evenings and extra lettings to be negotiated separately.

(iv) One term's notice to terminate the agreement for either party in writing.

(v) Proof of third party insurance cover i.e. photocopy of certificate of insurance.

(vi) You are required to have a child protection policy to safeguard any child in attendance.

This agreement to be reviewed and renewed annually.

Signed on behalf of Ballet School

Signed on behalf of Hadrian Academy Trust

Hadrian Academy Trust,
Hadrian Avenue,
Dunstable,
LU5 4SR

Date:

9th January 2012

Dear Mrs Dervley,

Hadrian Academy Trust writes to confirm the general arrangements in place for the Lettings Agreement and asks you to sign and return one copy and retain the other copy for your records.

.....
Lettings Agreement for Stanton Road Baptist Church

(i) Days and times of usage.

Each Sunday from 9am to 1pm.

Any changes in these times to be made by mutual agreement.

Hadrian Academy Trust will give as much notice as is reasonably possible if the building is required for Academy use on a Sunday morning.

(ii) Fee to be reviewed annually and notified each July.

Fees from 01/09/11 - Flat rate of £63.00 per session.

This includes heating, use of hall, 1 classroom, lavatories in administrative block and on top corridor, hall chairs, piano, data projector and any other furniture / equipment mutually agreed.

Fees for any other usage to be negotiated separately.

(iii) One term's notice to terminate the agreement for either party in writing.

(iv) Proof of third party insurance cover i.e. photocopy of certificate of insurance.

(v) You are required to have a child protection policy to safeguard any child in attendance.

This agreement to be reviewed and renewed annually.

Signed on behalf of Stanton Road Baptist Church
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Signed on behalf of Hadrian Academy Trust

Hadrian Academy Trust,
Hadrian Avenue,
Dunstable,
LU5 4SR

Date:

Current information for regular lettings.
January 2012

<u>Organisation</u>	<u>Times</u>	<u>Charge</u>
Sunday Stanton Rd Baptist Church	9.00am – 1.00pm	£63.00 per session
Monday Ballet	5.30pm – 8.30pm	£14.10 per hour
Wednesday Ballet	5.00pm – 9.00pm	£14.10 per hour
Friday Ballet	5.00pm – 8.30pm	£14.10 per hour
Saturday Football Club	9.00am – 1.00pm	None

Free lettings : Hadrian Parent Teacher Association planning meetings and functions.