

	<p>The Duston School</p> <p>Policy</p>	
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Policy Title	Lettings Policy	Version No	1
Rationale	<p>The Governing Body regards the Academy buildings and grounds to be utilised to support the best interests of the school community and will make every reasonable effort to maximise their use with consideration of the PFI contractual arrangement.</p> <p>The overriding aim of the Governing Body is to support the Academy in providing the best possible education for its students and to support other students in the community and any lettings of the premises to outside organisations will be considered with this in mind.</p>		
Policy Statement	<p>Introduction</p> <p>The Academy will retain income derived from lettings and the costs incurred by the Academy will be met from this income. The Academy shall not enter into letting arrangements where the full costs of the letting are not met by the income derived from the said letting.</p> <p>The Academy premises will not be let to individuals or organisations, if there is reason to believe that the name of the Academy may be brought into disrepute. Decisions whether to permit lettings will be delegated to the Principal who will provide updates to the Governing Body.</p> <p>Facilities</p> <p>The following facilities are available within the Academy for hire:</p> <ul style="list-style-type: none"> • Swimming Pool 		

Charges

The Governing Body is responsible for setting charges for the letting of the Academy premises. These are set out in the Scale of Charges which will be revised at least annually and sooner if deemed necessary. The charges for lettings take into account all costs to the Academy including, utilities, Amey caretaker hours, cleaning costs, administrative charge, wear and tear. Charges are set exclusive of VAT.

Management and Administration of Lettings

The Principal is responsible for the management of lettings, in accordance with the Governing Body's policy. The Principal may delegate all or part of this responsibility to other members of staff whilst still retaining overall responsibility for the lettings process.

The Administrative Process

Organisations seeking to hire the school premises should approach the Principal, or delegated member of staff, who will identify their requirements and clarify the facilities availability. An Initial Request Form should be completed at this stage. The Governing Body has the right to refuse an application, and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved by, or on behalf of, the Governing Body, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement.

The letting should not take place until the signed agreement including booking terms and conditions has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Governing Body's current scale of charges. Payment in advance will be asked in order to reduce any possible bad debts as detailed in booking terms and conditions.

All lettings fees, which are received by the school, will be paid into the school's bank account, in order to offset the costs of services, staffing etc (which are funded from the school's delegated budget). Income and expenditure associated with lettings will be regularly monitored and reported to the Governing Body.

	<p>Insurance</p> <p>All hirers must carry adequate and appropriate insurance to fully cover all aspects of their activities and provide evidence with the booking form.</p> <p>Health and Safety and Safeguarding</p> <p>All persons hiring the Academy premises will be expected to conform to the relevant health & safety regulations. They must provide evidence of suitably qualified staffing for their activity in accordance with the booking terms and conditions. They must also provide information regarding the numbers involved, who is responsible and the staffing ratio of any groups involving children and/or young people. If a letting involves children and/or young people organisations must submit a signed copy of their current Safeguarding and Child Protection Policy. All organisations are responsible for ensuring all DBS checks are completed for individuals who are likely to come into contact with vulnerable adults or children, with copies made available upon request.</p> <p>Cancellation of a Booking</p> <p>Cancellation terms will be detailed in the booking terms & conditions. Hirers must give at least 28 days notice of a cancellation. Failure to give the required notice will result in a full charge being levied. It should be noted that the academy reserve the right to cancel a booking at short notice to meet the educational needs of our students or for Health & Safety reasons. Should this be necessary no charge will be levied. It is the hirer’s responsibility to notify participants of any cancellation.</p>
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Staff Responsible	SSt		
Date approved by GB:	July 2021	Review Date	June 2022