



LETTINGS POLICY

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1. AIMS

- To provide sports and arts opportunities to the community beyond the school day
- To build and maintain strong links with the local community
- To provide a wide range of activities at an affordable price for all the community
- To promote itself as a pro-active and accessible centre within the community

The Board of Trustees and Local Governing Board of each academy regards the school buildings and grounds as a community asset and as such agrees to make every reasonable effort to facilitate their use by the Community as a whole.

2. FRAMEWORK OF ACCESS TO EXTENDED SERVICES IN AND AROUND SCHOOLS

The sites are to be used solely for the provision of family and community orientated services, and will not be used for gambling or the consumption of alcohol except during special events where an appropriate temporary event notice will be applied for.

The responsibility for the strategic delivery of extended services in and around schools outside lies with the Board of Trustees with day to day management decisions made by the appropriately appointed Committee and direct on site responsibilities lie with the Headteacher or appropriately appointed officer.

The overriding aim of the Governing Board is however to support the school in providing the best possible education for its pupils

For a school to be deemed a community school, all non-school activities have to be under the control of the Governing Board.

Full consultation will be undertaken with parents, staff and pupils of the school where a potential letting request falls outside the normal criteria established by the Governing Board.

3. CHARGING

The charging and lettings policy of the school is to be determined by the Governing Board as per the terms of reference and management agreement.

Recommended costs from the Local Authority will be reviewed with the review of the policy.

The Trustees or appointed committee will then consider the costs proposed for hire to ensure the actual cost to the school is covered by the income to be received.

4. POLICIES FOR COMMUNITY USE

To be agreed by the Governing Board and linked to those policies underpinning child protection, health and safety and equal opportunities already in place.

To promote access to the core offer for all pupils and their families in and around the school site.

The Governing Board must ensure at all times that the agreed lettings procedures are adhered to.

The Governing Board retain the right to refuse any application for use of the site if it is felt that this conflicts in any way with the main operation of the school or its principles.

Lettings will not be made to persons under the age of 18, or to any organisation or Group of an extremist nature.

All applicants will need to agree and sign the standard terms and conditions agreement form, complete a booking form and agree to appropriate checks being made to confirm the identity of the applicant and to provide copies of documentation as listed on the booking form e.g.; qualifications, insurance etc. Any bookings accepted outside of normal school hours will require a transfer of control agreements form to be completed and production of relevant additional supporting documentation may be required (Appendix 1).

No smoking will be permitted in or around the school grounds.

All bookings will be made via the individual school general office.

5. INSURANCE

Groups or organisations using the school may be liable for claims, to insure against such claims they need public liability insurance to a minimum of £5million. The school will require all groups using the facilities to produce evidence of such insurance.

6. TEMPORARY EVENT NOTICE'S

Shows put on by for example amateur arts groups within the school premises may require a temporary event notice and consultation should take place with the school and the Councils Licensing Section regarding such things as

- Number of people present/Capacity of the Venue
- Type of seating
- Marking of emergency exits
- Provision of emergency lighting

Contact should be made with the Head of Culture and Tourisms events team at the Council who will advise on planning any event and the specific requirements thereof.

7. MANAGEMENT

Details of management agreements for the facility are formalised and outlined in the Management Agreement and Terms of Reference attached.

TERMS & CONDITIONS A

Hire of Facility

Standard Terms and Conditions Agreement

1. "The facility" shall mean an academy within Inspire Multi Academy Trust therefore the contract is made with the academy.
2. All provisional bookings must be confirmed in writing within 7 days. Any reservations not confirmed within this time, will be cancelled.
3. The confirmation letter stands as a contract of agreement between the facility and the client specified in the confirmation, full terms and conditions will be attached thereto.
4. All clients must inform the facility not less than seven days prior to an event, the anticipated number of people attending, along with final arrangements and details for the event. Final arrangements will include start and finish times, equipment required as well as details of comfort and refreshment breaks. The final number must be notified to the facility not less than 48 hours prior to arrival excluding Saturdays and Sundays, i.e. Monday events must have final numbers confirmed by Thursday morning of the previous week.
5. The amount payable on the final invoice shall be calculated on this final number, or the number actually attending whichever is greater.
6. VAT will be calculated on accounts subject to these charges, at the rate prevailing on the date of the event.
7. The School will be heated during the winter months (1st October to 30th April) and the hire charges may reflect this.
8. All invoices will be calculated within the scale of charges that appear in The Information attached.
9. If a booking is accepted by the facility on the basis that a minimum number of persons will attend the event for which the booking is made, the amount payable shall be calculated on such minimum numbers, or the numbers actually attending which ever is the greater.
10. If a cancellation is made, the facility will endeavour to minimise the loss as far as possible, but may nevertheless charge a cancellation fee calculated according to the period of time between cancellation and the proposed event.
11. Cancellation terms are outlined below:-
 - Cancellation between 3 and 1 month prior to the event- 15% loss of income*
 - Cancellation between 1 month and 14 days prior to the event- 25% loss of income*
 - Cancellation between 14 days and 7 days prior to the event- 60% loss of income*
 - Cancellation less than 7 days prior to the event- 75% loss of income**

* Not including Catering
** Including Catering

12. The facility may charge in the event of non-arrival. These charges will be calculated as cancellation terms, less than 7 days.
13. The Governing Board reserves the right to terminate a hiring at any time, subject to one months notice in writing.
14. The Governing Board cannot accept liability for any claims, damages, costs and demands in respect of death or personal injury arising from the use of the facility by the Client pursuant to this agreement except insofar as such death or personal injury arises from negligence on the part of the academy, its servants, agents or representatives.
15. The facility does not accept liability for loss or damage to property brought onto the site or premises by or on behalf of the Client, however caused.
16. The hirer must keep premises clean and tidy at all times and the hired area to be left in the same conditions as at the start of the hire. Handover sheets will be used to assess the condition of facilities. Should there be any damage to the premises on entering the hired area this must be reported immediately.
17. Should any damage occur during the period of hire then the user will be responsible if caused by their negligence. Any damage must be reported immediately to the appropriate member of staff.
18. The facility will not be liable in failing to provide facilities previously agreed, in the event that it is prevented from doing so by causes beyond its control. This will include but will not be limited to fire, flood, storm, civil disturbance or industrial action.
19. An event must end at the agreed time. Any over run may result in additional charges.
20. The Client and all parties attending an event must comply with the requirements of all statutory authorities including Fire and Health and Safety. The Client will indemnify the Centre against any loss or damage arising from any failure to comply.
21. The facility staff will ensure that equipment is well maintained and safety checks are carried out at regular intervals and all maintenance is recorded. Safety checks and maintenance records will be set out in conjunction with Health and Safety.
22. Organisations using the Facilities must have public Liability Insurance, and a copy of the insurance will be requested.
23. Important information regarding safety within the facility is displayed on an Information Sheet sited on the wall in each of the rooms and, on the day of booking, delegates should be made aware of this by the organiser.
24. The user is to make sure all fire exits are known. Signs are visible in each room but as a member of staff if unsure.
25. If a client wishes to bring electrical equipment into the facility, this must be PAT tested and be by prior arrangement. A charge may be made for electricity consumed by equipment utilising heavy loads.

26. Portable equipment will also require visual Health and Safety checks undertaken by facility staff. If this is specialist or heavy equipment this will require a safety check by a qualified technician.
27. If clients wish to use their own visual display equipment, e.g. Power Point Presentations, it is advisable that they make prior arrangements to visit the facility to ensure quality of the projection, and that the equipment and presentation is compatible. The facility will, where possible, assist clients in this situation although this cannot be guaranteed, particularly if this request is made on the day of the event.
28. In accordance with Sunderland City Council's No-Smoking Policy all school grounds have been designated no-smoking. Delegates should, therefore refrain from smoking until outside of the perimeter of the site.
29. No intoxicating liquors should be consumed on school premises at any time.
30. The client is not to do or allow to be done anything at the premises, which may be or become a nuisance or annoyance to general school activity or other occupiers within the premises or on adjoining land.
31. **Directors of the Trust** or any of its employees or agents shall for the purposes of inspection have at all times free access to and from the school premises.
32. The facility must make any additions or variations to these standard terms and conditions in writing; no verbal agreements or arrangements will be binding.
33. The Schools regulations must be adhered to at all times.

(Any further terms and conditions can be added to this by the Governing Board, should it feel appropriate to do so)

Please ensure that the detailed room layout has been agreed with your Facilitator. If a non-staff member moves furniture/equipment, the facility cannot accept any liability for injury.

Please sign and return the Standard Terms and conditions to the facility, thereby acknowledging your acceptance of the terms and conditions of the contract and confirming that the information shown on the attached details of booking sheet are correct.

Client Name: _____ Signature: _____

Organisation: _____ Date of Function: _____

EXAMPLE CITY WIDE CHARGES

MUGA (Multi Use Games Area)

	OFF PEAK (WITHOUT LIGHTS)		PEAK (WITH LIGHTS)	
	Small Group	Large Group	Small Group	Large Group
Commercial Rate	£15	£20	£20	£25
Standard Rate	£7.50	£10	£10	£15
Subsidised Rate	£5	£5	£7.50	£7.50

Studio Space

	OFF PEAK		PEAK	
	Small Group	Large Group	Small Group	Large Group
Commercial Rate	£12.50	£20	£15	£20
Standard Rate	£7.50	£10	£10	£15
Subsidised Rate	£5	£5	£7.50	£7.50

Sports Hall

	OFF PEAK		PEAK	
	Small Group	Large Group	Small Group	Large Group
Commercial Rate	£15	£20	£20	£25
Standard Rate	£7.50	£10	£10	£15
Subsidised Rate	£5	£5	£7.50	£7.50

Sports Field

	OFF PEAK		PEAK	
	Small Group	Large Group	Small Group	Large Group
Commercial Rate	£15	£20	£10	£15
Standard Rate	£10	£15	£7.50	£10
Subsidised Rate	£5	£5	£7.50	£7.50

COMMUNITY ACCESS MONITORING FORMS

1. What is the primary purpose of your organisation/group?

Commercial/profit

Community Support

Other

2. The majority of people who will make use of the facilities are:

Male

Female

Mixed

3. how would you describe the majority of people who will make use of the facilities:

White/British

Asian/Asian British

Other

Black/Black British

4. what is the age range of the people using the facilities?

11 or Under

12-18

19-54

55+

5. What activity have you taken part in?

6. Suggestions (we welcome any suggestions and ideas you may have regarding our facility and management procedures)

Example of Additional Evidence Required from Hirer

BROWNIES – DATE OF CHECK: 15.09.2014

- Copies of the following are held:--
 - Public Liability Insurance minimum of £5million
 - Risk Assessments
 - Safer Recruitment Checks
 - Current Enhanced CRB – number, date and clearing house
 - Right to work in UK
 - Qualifications relevant to service delivery
 - Identity
 - Safeguarding Training
 - Introduction to Working Together to Safeguard Children/Awareness Raising in Child protection (6months minimum left to run on training), whichever is the most appropriate for particular job roles (for childcare provision speak to your assigned Childcare Development Officer.
 - Certificate of attendance at Safer Recruitment Training for those members of staff with Recruitment and Selection responsibilities.
 - Safeguarding Procedures (incl. but not limited to);*
 - Contingency arrangements for emergencies
 - Child protection policies ratified by SSCB
 - Correct ratio of child to adults i.e. minimum 2 adults
 - Group/hirer responsible for children until parents pick them up
 - First Aid and Health and Safety Policy
 - Emergency Contact Details
 - First Aid Training certificates
 - Recruitment and Vetting procedure for those organisations responsible for the recruitment of staff.

*only relevant when hirer is dealing with Vulnerable Groups

EVIDENCE REVIEWED BY:

..... DATE
J BROWN (GROUP LEADER)

..... DATE
A SMITH (HEADTEACHER)

..... DATE
B JONES (SCHOOL BUSINESS MANAGER)