



## Lettings Policy

Policy Adopted by Board of Trustees	Summer 2016
Policy Reviewed	September 2025
Review Frequency	Annual
Date of Next Review	Autumn 2026
Responsible Officer	Chief Finance and Operations Officer

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## **1. AIMS**

- To provide community-based sports, arts and recreational opportunities to the community beyond the traditional school day
- To build and maintain strong links with the local community
- To facilitate the provision of a wide range of activities at an affordable price for all the community
- To promote the academy sites as accessible centres within the community

The Board of Trustees regards the Inspire estate 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 COMMUNITY SERVICES IN AND AROUND SCHOOLS**

The academy 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 application to the Local Authority **must** be made to ensure an appropriate temporary event notice/licence is in place.

The responsibility for the strategic delivery of community services in and around our schools 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 Board of Trustees is however to support Inspire academies in providing the best possible education for its pupils. For a school to be deemed a community school, all non-school activities must be under the control of the Board of Trustees.

## **3. CHARGING**

The charging and lettings policy of the Trust is to be determined by the Board of Trustees or appropriate committee. The costs proposed for hire will remain under regular review to ensure costs incurred are covered by the income to be received.

## **4. POLICIES FOR COMMUNITY USE**

To be agreed by the Board of Trustees 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 Board of Trustees must ensure at all times that the agreed lettings procedures are adhered to.

The Board of Trustees do not support events which support or are conducive to terrorism, hate, extremist views/material.

The Board of Trustees 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 or inflammatory 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 agreement form to be completed and production of relevant additional supporting documentation may be required (Appendix 1).

We operate smoke free sites. No smoking or vaping 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 our sites may be liable for claims, to insure against such claims they need public liability insurance to a minimum of £5 million. We 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 Sunderland City Council's 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 Sunderland City 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.

## **8. PUBLIC HEALTH OUTBREAK OR PANDEMIC RESPONSE**

The Board of Trustees and individual academies will respond appropriately to any public health outbreak or pandemic situation. The Board of Trustees reserve the right to withdraw site access following national or local directives including lockdowns.

The Board of Trustees main driver will be to uphold the health, safety and welfare of site users.

## 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 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 buildings will be heated during the winter months (usually 1<sup>st</sup> October to 30<sup>th</sup> 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 attending whichever 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 1 to 3 months prior to the event - 15% loss of income\*
  - Cancellation between 14 days to 1 month prior to the event - 25% loss of income\*
  - Cancellation between 7 to 14 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 Board of Trustees reserves the right to terminate a hiring at any time, subject to one months' notice in writing.

14. The Board of Trustees 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 the premises clean and tidy, and the hired area must 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, if it is prevented from doing so by causes beyond its control. This will include but will not be limited to closure following a local or national outbreak or pandemic including national or local lockdown, 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 facility 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 the client 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 the Trust's No-Smoking Policy all school grounds have been designated smoke free zones. Delegates should, therefore, refrain from smoking or vaping until outside of the perimeter of the site.
29. Intoxicating liquors should **not** 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. The client is not to use the facilities as a venue to deliver or permit the delivery of events or activities which support or are conducive to terrorism, hate, extremist views/material. Such events are not permitted.
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 Trust's/school's rules and regulations must be adhered to at all times.

*(Any further terms and conditions can be added to this agreement by the Board of Trustees, 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: \_\_\_\_\_

## CURRENT CHARGES

### Multi Use Games Area (Outdoor All-Weather Pitch)

Location	Description	Capacity	Hourly Rate Private Hire	Hourly Rate Charity and Youth Sector
Plains Farm Academy	All weather facility for various team sports including basketball, football, netball etc.	Up to 14 persons (varies depending on age and use)	£27.50	£22.00

### Sports Hall (Indoor)

Location	Description	Capacity	Hourly Rate Private Hire	Hourly Rate Charity and Youth Sector
Farringdon Academy	All weather facility for various team sports, exercise classes etc. Toilet facilities available.	Up to 50 persons (varies depending on age and use)	£33.00	£27.50

### Sports/Recreational/Playing Field (Grass Surface - Outdoor)

Location	Description	Hourly Rate Private Hire	Hourly Rate Charity and Youth Sector
All Academies	Recreational field for community event hire.	£25.85	£22.00
Farringdon Academy	Sports field/pitch hire to cater for various team sports, including but not limited to youth football league use.  The area is not lit on an evening so is not suitable for evening hire during winter months.	£25.85	£22.00

Plains Farm Academy	<p>Sports field/pitch hire to cater for various team sports, including but not limited to youth football league use.</p> <p>The area is not lit on an evening so is not suitable for evening hire during winter months.</p>	£25.85	£22.00
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**Studio Space/Meeting Room Hire (Indoor)**

Location	Description	Capacity	Hourly Rate Private Hire	Hourly Rate Charity and Youth Sector
Burnside Academy Community Hub	Indoor facility for community meetings, training courses, tuition classes etc.	Up to 50 persons (varies depending on age and use)	£27.50	£22.00
Farringdon Academy Sports Hall	Indoor facility for community meetings, training courses, tuition classes etc.	Up to 50 persons (varies depending on age and use)	£33.00	£27.50
Fatfield Academy	Indoor facility for community meetings, training courses, tuition classes etc.	Up to 15 persons (varies depending on age and use)	£25.85	£19.25

*Please note that all charges are subject to change and are correct as at September 2025.*

**COMMUNITY ACCESS MONITORING FORMS**

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

Commercial/profit	Community Support	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Male	Female	Mixed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

White/British	Asian/Asian British	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/Black British		
<input type="checkbox"/>		

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

11 or Under	12-18	19-54	55+
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: 15/09/2025**

- Copies of the following are held:--
  - Public Liability Insurance minimum of £5 million
  - 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 (6 months 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)