

- Appendix 2 Ebor Academy Trust Lettings Policy.

Taken from: Statutory Financial Management and Procedural Policy

1. Rationale

The Board of Trustees wish to ensure that the Academy and its facilities are made available for use by the members of our community.

2. Aims

The Lettings Policy will: Facilitate the use of Academy resources, including the building, grounds and resources, by outside users (i.e. individuals, groups, clubs, associations, businesses and agencies) for the benefit of pupils/students from the Academy and members of both the local and wider community.

- Establish the purposes for which the Academy facilities can be hired, and who it can be hired by.
- Provide clear guidelines for the appropriate use of the Academy facilities and its resources by hirers.
- Establish a scale of charges which will enable the Academy to cover the costs incurred through the letting and, where appropriate, to make a modest profit to cover wear and tear

3. Administration of Lettings

Lettings are administered by the Academy's Finance & Admin Team in accordance with the Board of Trustees' wishes.

Applications for the hire of the facilities should be made through the Academy Office. Final responsibility for deciding upon the acceptability of an application for hire of the facilities rests with the School's Local Governing Body (but will normally be delegated to the Head-teacher / Principal / Head of School on a day-to-day basis).

4. Users and Usage

The Trustees will particularly support and encourage out-of-hours use of the building or grounds when this serves the needs of children attending the Academy or other members of the local community. Directors must, however, be assured that the facilities are appropriate for the activity and that the intended use will have no detrimental effect upon the Academy.

5. Charges

Where the use of the premises is primarily for the benefit of the local community, and not solely to profit the hirer, Trustees will endeavour to keep hire charges to the minimum necessary to cover the costs to the Academy of caretaking, energy and wear and tear. Where the letting will mainly serve the interests of the hirer, rather than those of the community, the Trustees reserve the right to charge a higher fee, which will enable the Academy to share in the benefits of the letting. Scales of charges are included in the appendices to this policy.

Annual increases to be reviewed during the term being fixed and publicised for the coming academies year.

6. Guidelines for Users

Hirers must ensure that they have read, and abide by the guidelines outlined in, the 'Rules of Hire'. Hirers will be given a copy of the Extended School Clubs and External Hirers Information pack.

7. **Security**

The Trustees have taken steps to establish measures and procedures to ensure the security of the building and its users and it is the responsibility of the Hirer to ensure that these are observed.

The building will be opened at the beginning of the letting and the Hirer should then ensure that security is maintained

External doors should remain locked during the letting to prevent access by intruders.

Users should remain in the areas of the building that have been hired for the letting. The building should be left secure at the end of the letting.

8. **Care of the Building**

Hirers should be aware that there is not usually much opportunity for cleaning the area that they have used before the next days lessons.

We would therefore be very grateful if every effort could be made to leave areas clean and tidy at the end of the letting so that children do not have to work in dirty or untidy areas the next day.

Hirers should encourage users to:

- Wipe shoes thoroughly
- Ensure that litter is put into bins
- Flush toilets.

9. **Pricing**

Each academy within the Trust maintains a list of its own pricing for lettings which is held by the administration office. This will also include any policies relating to specific facilities for which the school needs a policy, for example a swimming pool or tennis courts.

10. **VAT**

VAT will be charged at the current rate and regulations as set by HMRC.



Application for Hire of Academy Facilities

Booking Location (Academy) PARK GROVE PRIMARY ACADEMY

Hirers Details

Name of Person or Organisation:		Type of Activity:			
	Details for Invoice	Details of on site contact 1		Details of on site contact 2	
Title:					
Forename:					
Surname:					
Address:					
Postcode:					
Contact Number:					
Email Address:					
Facility to be hired:					
Week Days	Start Time	Finish Time	Start Date	End Date	No. of sessions

I understand this is a request form and the booking is not confirmed until I have received confirmation from the Academy. Once confirmation has been received I agree to follow Ebor Academy Trusts rules of letting. I understand, under the Ebor Academy Trust rules, that all hirers using the facilities are required to have their own liability insurance to at least £5m (see Rule 28 for further information). I accept and understand all the Rules of Hire of the Academy supplied with this form and have read the appropriate policies.

Name: _____
Signature: _____
Date: _____

VAT will NOT be charged if...

There is a signed agreement to block book sessions
Booking length is 10 sessions or more and each session is within 14 days of the last
Only the room, hall, pool etc is hired and no other equipment or service is being provided

VAT will be charged if....

There is NOT a signed agreement to block bookings
The total booking length is less than 10 sessions
The length between booking dates is over 14 days
Other items are specially provided in the letting such as extra tables, pens or pencils, sports equipment, etc
Any other service is provided by the school
Only the room, hall, pool etc is hired and no other equipment or service is being provided