



Approval by:	LGB
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Version	Date	Summary of changes	Author

1. Aims

1.1 Educate Together Academy Trust (ETAT) regard the Academy building and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

1.2 However, the overriding aim of ETAT is to support the Academy in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

1.3 A letting may be defined as: "Any use of the Academy buildings and grounds by parties other than the Academy and its partners. This may be a community group (such as a local music group or rugby team), or a commercial organisation (such as the local branch of 'Weight Watchers')". The following activities fall within the corporate life of the Academy. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the Academy's delegated budget:

- LGB meetings
- Extra curricular activities organised by the Academy (even with third parties to provide clubs for children)
- Performances
- Parent's meetings
- PSA meetings
- Workshops or coffee mornings provided by third parties but organised by the school

2. Priority for lettings

2.1 The following lettings are especially encouraged:

- Educational/recreational activities open to Parklands ET pupils and their families as part of an Organisation (i.e. this does not include private children's parties)
- Activities organised by local community groups for the benefit of the local community

2.2 The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible

with the ethos of the Academy or are not able to be accommodated within the Academy's facilities.

- Commercial activities with little potential to generate income or support for the Academy
- Events selling alcohol
- Activities promoting gambling
- Activities or gatherings that are not in accordance with the ethos of the Trust

3. Charges

- 3.1 ETAT is responsible for setting charges for the letting of the Academy premises. These are set out in the Schedule of Charges (Appendix 1).
- 3.2 The scale of charges will be reviewed annually, for implementation from the 1st of September that year. Details of current charges will be provided in advance of any letting being agreed. For the purpose of charging, the Head Teacher and Trust CFO are empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.
- 3.3 The minimum hire period will be one hour. The Academy reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.
- 3.4 ETAT will seek to recover any cost incurred by the Academy that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use (Appendix 2).
- 3.5 All sessions will be invoiced on a half termly basis with invoices sent out during the last week of the term prior with payment needed before the first session.

4. Letting times, available facilities and equipment

- 4.1 The following times, facilities and equipment available are agreed as follows subject to availability:
- Weekends- School Hall, Community Room, MUGA and/or Field

- Weekdays 6.30pm-9pm- School Hall and/or Community Room.

4.2 Variations to these facilities and times will be subject to the approval of the Headteacher

5. Security

5.1 The Head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating any control measures.

5.2 All users should be aware that the building is covered by CCTV for the purposes for the prevention and detection of crime. The school has an external contractor, Relyon Guarding, to respond to out of hours emergencies.

6. Management of lettings

6.1 ETAT has delegated day-to-day responsibility for lettings to the Headteacher and Trust CFO in accordance with ETAT's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security and child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

6.2 If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the CEO.

7. Considering applications for lettings

7.1 Organisations seeking to hire the Academy premises should approach the Headteacher via email. A tour of the premises can then be arranged.

7.2 All applications for lettings must then be completed in writing to the front office.

7.3 The Headteacher will decide on the application with consideration to:

- the priorities for lettings agreed by ETAT
- the availability of the facilities and staff
- the Academy's Equality, Health & Safety, Child Protection (Safeguarding) policies
- health and safety considerations such as numbers of users, type of activity, qualifications of instructors

7.4 The Headteacher will be responsible for checking insurance arrangements of the hirer.

8. Issuing a Lettings Contract

- 8.1 Once a letting has been approved, a letter or email of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract/Booking form.
- 8.2 The Lettings Contract/Booking form should then be signed and returned to the Academy. The Academy shall be in receipt of these signed copies before a letting takes place.
- 8.3 The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with ETAT's current scale of charges. We will seek payment in advance to reduce any possible negative debts and/or a deposit to cover damage.
- 8.4 An official receipt will be issued for all payments received. All letting fees received will be paid into the school's bank account via BACS, coordinated by the central accounts team.
- 8.5 The Headteacher on behalf of ETAT has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the application for lettings form and fully explained to the enquirer.
- 8.6 Before any letting begins, the Headteacher will ensure the hirer is familiar with the premises, including:
 - First Aid kits and emergency procedures
 - Fire Exits and meeting points
 - School access, such as swipe cards, keys and alarm codes where applicable
 - Disposal of rubbish
 - Areas available to the hirer and those not to be used.

Appendix one: Schedule of Charges

All prices are based on one hour or part thereof.

The Headteacher reserves the right at their discretion to waive, or otherwise reduce, the lettings charges made in specific circumstances.

Room Hire

£28 per hour

MUGA Hire

Pitch hire

£22 per hour

This is subject to a yearly review.

Access to the following area is agreed with any hiring:

- Car park

Notes

There are no outdoor toilet facilities available on site for those hirers using the MUGA or field only.

The hirer is expected to extend courtesy to local residents in respect of noise and parking and events will not extend beyond 9.45pm.

The Headteacher and ETAT reserve the right to refuse requests to hire the school premises.

Appendix two: Terms & Conditions

EQUIPMENT AND ACCOMMODATION

The hirer must pay the Academy the cost of making good any damage to property that may ensue.

The hirer must clear away any rubbish and leave the premises in the condition in which they were found.

Any desks, furniture or equipment in the room or pitch hired must not be interfered with without the prior approval of the Headteacher.

Standing on seats, furniture, window sills or climbing the fence, goal posts etc. is not permitted.

Fittings, fixtures or decorations of any kind are not allowed, other than temporary arrangements that require no nails, screws or other fixed devices that would damage any part of the premises.

Chalk, resin or polishing materials may not be used on floors.

The lighting arrangements of the premises must not be supplemented or altered.

Specialist rooms and equipment (including gymnastic equipment, public address systems, sound systems etc.) are not included in the letting arrangements unless specifically mentioned in the letting form and approved by the Headteacher. The hirer is responsible for their proper use if approved.

The hirer must ensure that any rubbish within the MUGA or field is taken off site at the end of each session. No litter is to remain on the school grounds.

Football and netball goals must be left in the position that they are found in.

Any loss or damage to the coded padlocks is the responsibility of the hirer. The hirer is responsible for ensuring that the padlocks are locked and the site is secure before leaving. The padlock code must not be shared with anyone and must not be left visible at any time.

Any equipment e.g. goal posts, footballs etc, that is on the pitch which does not belong to the organisation hiring the space must be left where it is found.

LEGAL REQUIREMENTS

The hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer must not apply for licences without the specific approval of ETAT.

The hirer must comply with any legislation in force at the time of the letting. If the letting is for any play or entertainment provided for children, it is the responsibility of the hirer to station a sufficient number of responsible adults to prevent more children being admitted to the building/outdoor spaces than can be safely accommodated there and to control the movement of the children while entering and leaving the building/outdoor spaces and to take all other reasonable precautions for the safety of the children.

The hirer will to the best of their endeavours ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) are observed at all times throughout the letting.

The hirer is specifically forbidden to use or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

SAFEGUARDING

The Academy is committed to safeguarding and promoting the welfare of children and young people.

The responsibility for ensuring that safeguarding measures are in place during the hiring of any part of the school premises rests with the hirer. The hirer shall ensure that, where a hiring involves activities aimed predominantly at children or young people, they have appropriate safeguarding policies and procedures in place. In this instance the hirer shall have a designated safeguarding lead and confirm that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the PET designated safeguarding lead as soon as is reasonably practicable, using email to PET office, or contact via the PET website.

INSURANCE

It is the responsibility of the hirer to have public liability insurance covering them to the amount of a minimum £5million.

Evidence of the insurance must be shown to the Academy before the letting commences. A copy will be retained on file with regards to expiry dates of hirer's insurance. This will be checked on a yearly basis.

The Academy is not responsible for any loss, damage or accidents incurred during the use of these facilities.

CONDITIONS OF PREMISES

While ETAT give no guarantee as to the fitness, suitability or condition of the premises at the commencement of the letting, every effort will be made to see that the premises are in a reasonable state.

Hirers are responsible for ensuring that the premises are left tidy and free of litter when they leave the site.

It is the hirer's responsibility to ensure that any damages are reported to the school immediately.

PAYMENT AND BOOKING

Invoices will be sent for the following term's booking during the last week of the term prior. Payment will be due before the first session on the booking form.

In order to secure the booking, full payment for the following term is needed. Failure to pay will result in the booking being cancelled.

Once payment is received and booking is confirmed, any changes to the booking will not be reimbursed. In the event of a force majeure preventing the facilities being available, the Academy will reimburse the fee for the affected session.

COMPLIANCE WITH CONDITIONS

Failure by the hirer to comply with any of the above conditions, whether intentionally or not, may be deemed by ETAT to be a just cause for the immediate cancellation of any letting or series of lettings.

The Headteacher has the right to terminate any booking if the above is not adhered to.

Appendix three: Booking Form

FACILITIES REQUIRED

PURPOSE OF HIRE

All hirers must have Public Liability Insurance Cover.
 Please provide a copy of policy with this booking form. Copy of Public Liability Insurance policy attached

If your booking falls on a bank holiday, please note below if you do not wish to hire on this date.
 Term Time Only All Year Round

SPECIAL REQUIREMENTS

Day of week	Start Date	Finish Date	Total no. of sessions	Start Time	Finish Time	Hours per session

Applicants name:

Address:

Tel:

Email:

Name of Organisation:

I agree to the terms and conditions stated within the lettings policy and agreement and understand that failure to comply with these will result in the termination of the letting.

Signed:

Print name:

Date:

Hourly charge	
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