



DROYLSDEN
Academy

Lettings Policy

Introduction

The Governing Body regards the Academy buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the Academy in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

The Academy's delegated budget (which is provided for the education of its students) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the Academy in respect of any lettings of the premises. As a minimum, the actual cost to the Academy of any use of the premises by an outside organisation must be re-imbursed to the Academy's budget.

Definition of a Letting

A letting may be defined as "any use of the Academy premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the Academy, which is to provide a high standard of education for all its students.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by Academy staff, fall within the corporate life of the Academy. Costs arising from these uses are therefore a legitimate charge against the Academy's delegated budget.

Priority for Lettings

The Governing body is mindful of the needs of the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings and will endeavour to meet the needs of the community.

Charges for a Letting

The Governing Body is responsible for setting charges for the letting of the Academy premises. These are set out in the schedule of charges (**See Appendix 1**)

The specific charge levied will be reviewed annually, during the spring term, by the Finance and Premises Committee, for implementation from the beginning of the next financial year, with effect from 1st September of that year. Current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Headteacher is empowered to determine which group any particular individual or organisation belongs in accordance with the Governing Body and is also able to offer any discounts or agree a subsidy for any lettings as deemed appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The minimum hire period will be one hour. The Academy reserves the right to request a deposit over and above the hiring charge as a security against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating incurring additional costs for cleaning, caretaking or other expenses.

The Academy will seek to recover any costs incurred by the Academy that are unavoidable and result directly from the cancellation of a letting. The timescale and charges are set out in the standard conditions

VAT

All lettings are exempt from VAT.

Lettings Times, Availability

The facility enquiries must be made by email to: **bookingenquires@droylsdenacademy.com**. Times and hire will be subject to the approval of the Headteacher who may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the letting process.

Security

The Headteacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

Management and Administration of Lettings

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

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of the Finance and Premises Committee (or alternative, as appropriate), who is empowered to determine the issue on behalf of the Governing Body.

Administrative Process – Applications for Lettings

Organisations seeking to hire the Academy premises should approach the bookings enquiries department (or other designated member of staff), who will confirm availability of the facilities required:
bookingenquires@droylsdenacademy.com

Confirming a Booking

Lettings at the Academy are managed and maintained online using the BookingsPlus software by Kajima. Once a letting has been approved, this is provisionally booked by a member of staff and the hirer is set up an online account for BookingsPlus. A welcome email which includes a temporary password is then sent and a provisional booking email is also sent to the hirer.

The hirer is to log in to BookingsPlus and accept the Standard Conditions of Hire online, and to review the booking made by the lettings staff and confirm the correct facilities and dates are booked and to agree to the fees set before the booking is due to take place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. Where required will seek payment in advance in order to reduce any possible bad debts and/or a deposit to cover damage. A guarantee card should support cheques wherever possible. All invoices are raised through BookingsPlus in advance of the letting and emailed to the hirer, payment can then be made through BookingsPlus using GoCardless.

An official receipt will be issued for all cash and cheque payments received. All lettings fees received will be paid into the Academy's main account. The income and expenditure relating to lettings should be clearly recorded by the Academy and reported under the guidelines.

The Headteacher on, behalf of the Governing Body, 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. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Appendix 1:

Schedule of Hire Charges:

Sports Hall - £25 per hour

Dance Studio - £25 per hour

Drama Studio - £25 per hour

1/3rd of 3G Pitch - £25 per hour

2/3rds of 3G Pitch - £35 per hour

Full 3G Pitch - £40 per hour

(1/3rd of the 3G pitch is a 6 a-side pitch)

Grass Pitches, available for matches only (2 hour slot provided) at £60

Grass Pitch and 3G Pitch can also be booked as a 'Home' pitch for a season on a Saturday or Sunday morning (2 hour slot provided), this is a one off season fee of £500 (fee is based on an average of 12 home games a season)

Atrium - Please e-mail bookingenquiries@droylsdenacademy.com for a quotation.

Below is also a link to the website where you can view our facilities and also make an inquiry:

<https://droylsdenacademy.schoolbookings.co.uk/>

Appendix 2:

Standard Conditions of Hire

The hirer is to log in to BookingsPlus and accept the Standard Conditions of Hire online, and to review the booking made by the lettings staff and confirm the correct facilities and dates are booked and to agree to the fees set before the booking is due to take place. Upon using the facilities the hirer accepts and agrees to adhere to the terms set out in this document.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges.

Purpose of use

1. The accommodation shall only be used for the purposes stated on the application, and within the hours agreed in the Booking Request and Confirmation form issued by the Academy. The Hirer shall be responsible for ensuring these conditions of occupation are observed.
2. The Hirer shall not assign or sublet the whole or any part of the benefit of this agreement.
3. No interference is to be made with Academy property/equipment/premises which do not form part of the letting.

Health and Safety

4. The Hirer is responsible for the effective supervision of the arrangements and activities in the premises during the period of hire and for the prevention of disorderly behaviour so as to ensure that no nuisance or annoyance arises to the occupiers of adjoining premises or neighbouring residents and shall behave reasonably at all times.
5. The Academy fire, emergency and evacuation procedures will be forwarded to the Hirer and it is the Hirer's responsibility to ensure that the whole party is aware of these procedures. The Hirer shall be required to take any precautions necessary to ensure the safety of those attending during the period of hire, including ensuring the means of escape from fire are not blocked or impeded.
6. The Hirer will immediately inform the Academy of any emergency, accident or serious incident that occurs on the Academy's premises. This should be done in person and may require the applicant telephoning the booking enquires line (number available on arrival). The Hirer will be responsible for reporting to the Health and Safety Executive any accident that arises from activities that it organises.
7. Hirers providing services to children, whether students at the Academy or others, must have policies and procedures in place to ensure children's safety, and must provide evidence of these to the school as required e.g. Safeguarding Policy and Use of Mobile Phone Policy, DBS Checks
8. The Hirer must be responsible for its members and spectators health and safety including having a fully trained First Aid officer at every session. The Hirer must be responsible for its members and spectators

Payment of Hire Charges and Deposit

9. Hire charges shall be due and payable 10 days before the date of the booking for bespoke events.
10. The Academy reserves the right to require a deposit over and above the hiring charge as a security against damage to the premises (including any equipment) or the premises being left in an unacceptable condition

necessitating incurring additional costs for cleaning, caretaking or other expenses.

Responsibility of the Hirer for Good Order and Safety

11. The Hirer shall be responsible for any damage to the Academy property, equipment or buildings caused by them or their guests. The Hirer must report any such damage to the Academy immediately. The Hirer shall repay to the Academy on demand the cost of re-instating or replacing any part of the premises or any of the property on the premises which shall be damaged, destroyed, stolen, or removed during the period of hire, prior or subsequent thereto if in relation to or by reason of the hiring. Any such costs will be in addition to the specified lettings charges.

12. The Hirer shall ensure that all accommodation is left in a clean and tidy condition at the end of the letting. Using litterbins and recycling facilities as appropriate will help this.

13. The Hirer must obtain express permission from the Academy to leave any equipment on the premises. The Hirer is responsible for any equipment they leave on the premises and shall ensure that such equipment is in good repair and after use, safely stowed away. Items no longer required by the Hirer, or deemed by the Academy to be unsafe or beyond repair or else unsafely stored on the premises shall be promptly removed by the Hirer on demand. If such request is not complied with by the Hirer within a specific period the items may be disposed of by the Academy and the Hirer shall reimburse the Academy for any expense which it incurs. Academy equipment including goal posts should not be moved on the premises without prior permission from the Academy.

14. The Academy shall not be responsible for any article brought or left in any part of the premises, or theft or loss of, or damage to vehicles parked in any car park provided.

15. The Hirer shall comply with any reasonable instructions given by the Headteacher or other member of the Academy staff.

16. Where the premise does not have a Public Entertainment License the Hirer will be responsible for obtaining such a license. Any fees for such licenses are to be paid for by the hirer.

17. Illegal drugs are not to be brought onto or consumed on the Academy premises.

18. There shall not be brought onto the premises anything of an inflammable, dangerous or noxious character.

19. Smoking is not allowed within the boundary line of the Academy premises at any time.

20. Alcohol is not to be brought onto or consumed on the Academy premises at any time.

21. No nails or fastenings shall be driven into any wall, floor, ceiling or partition of the premises without the permission of the Academy.

22. Only Recommended Footwear will be allowed on the All Weather Pitch. Heels and shoes – No stiletto or any type of thin heel is to be worn in the Sports Hall, Dance Studio or Fitness suite. **(See Appendix 3)**

Indemnity & Insurance

23. Droylsden Academy disclaims liability for injury or damage to persons or property upon its premises (so far as they are legally able to do so).

24. The Hirer agrees to indemnify Droylsden Academy, its employees and agents against all actions,

proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury during the period of hire or before or after that time if such death or injury in any way related to the hire of the premises except where such death or injury occurs as a result of the negligence or breach of duty of the Academy or their agents or employees. The indemnity must be covered by public liability insurance including fire damage to the premises and its contents. It will be necessary to produce documentary evidence of the cover when booking.

Advertising

25. No advertising shall be permitted except without the prior written consent of the Academy.

Cancellation

26. The Academy reserves the right to cancel the booking at any time without notice and without assigning any reason, but will endeavour to give as much notice as possible. In such circumstances, the Academy will refund any monies paid in respect of the letting so cancelled but will not be responsible for any loss or expenditure whatsoever in relation to the letting which the Hirer may have incurred or be liable to pay. The Academy reserves the right to refuse any application for hire as it may deem fit or withdraw permission for any letting at any time.

27. If the Hirer cancels their booking 10 or more working days before the date of the booking, the full fee and deposit will be refunded to the Hirer. If less than 10 working days’ notice is given, only 50% of full fee will be returned. If less than 5 working days’ notice is given by the Hirer, there will be no refund for the full fee.

28. The applicants will complete all relevant paperwork in a true and accurate way. False information may lead to an application being terminated.

It is recommended that Public Liability Insurance cover is taken out by the hirer in respect of the premises for the proposed date[s] on which the premises are hired.

Appendix 3:

RECOMMENDED FOOTWEAR

<u>SURFACE TYPE</u>	Trainer (Artificial Turf)	Trainer (General)	Football Boot (Moulded Stud)	Football Boot (Screw in Stud)	Football Boot (Blade)
SAND DRESSED/WATER BASED	✓	⚠	✗	✗	✗
LONG PILE CARPET	⚠	✗	✓	✓	✓
SAND FILLED CARPET	✓	⚠	✗	✗	✗

KEY: ✓ Recommended ✗ Not Recommended ⚠ Not Ideal
ALL FOOTWEAR TO BE CLEAN AND STUDS IN 'AS NEW' CONDITION