



Part of United Learning

DATE RATIFIED:	15 th May 2025
DATE FOR REVIEW:	May 2026
REVIEWED EVERY 1/2/3 YEARS:	Yearly

NOTES:

Lettings Policy

Rationale

The aim of the policy is to support the extra-curricular provision for students and the community of activities in an educational, recreational or cultural nature.

Purpose:

To share with the community the Academy's premises for the enhancement and improvement of Academy facilities.

Management of lettings:

All lettings will be managed by the Site Team in accordance with the Academy's procedure for lettings.

The Site Team will maintain the security and safety of the building, by ensuring that parties adhere to the booking times and conditions and have suitable keys and instructions.

Fees will be set to raise nominal income for the Academy.

Fees should cover the following costs:

- Caretaker.
- Services (heating & lighting).
- Administration.
- Repairs and Maintenance.
- Equipment (if applicable).

Use of the premises for Academy functions will take priority over lettings.

Academy premises or facilities will not be hired out to any individual or organisation where there is reason to believe that the name of the Academy will be brought into disrepute.

Before hiring of the Academy's facilities, the "Terms and Conditions must be read. (Appendix A)

Codes are provided for all lets that use the facilities, this is then recorded on the access control system,

Internal facilities are accessed via a Paxman card system that allows access to the facility during certain hours and prevents access to other areas of the Academy.

Appendix A

The Terms and Conditions are part of the process on the Academy's booking system and must be read by the Hirer before acceptance of let.

1. Use of the premises for Academy functions will take priority over lettings.
2. The Hirer shall be the person making the application for a letting and such person will be responsible for payment of all fees in advance of their booking.
3. Applications will be made through the on-line booking system School Hire

<https://cornerstone.schoolhire.co.uk/>

4. When making a booking all hirers will need to upload a copy of their liability insurance (to a minimum of £5 million) along with providing their bank details and agree to produce their own Risk Assessment for the activity they are running. the copy of the risk assessment is logged on the Booking system and is reviewed before acceptance of the hire.
5. Hirers will be required to confirm any DBS disclosure checks if the Let is being used for children, young people and/or vulnerable adults. The Academy has the right to deny the Hirer access to the facilities if the Hirer cannot provide evidence that clearances have been obtained. The DBS check is completed when hire is completed. The hirer is responsible for providing DBS confirmation and is part of their insurance.
6. Any new hirers must visit the site and take part in an induction before they begin their let.
7. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind will be permitted. In the event of any damage to premises or property, the Academy will make good, and the Hirer will pay the cost of such repair.
8. The Hirer will be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits clear throughout their event. The Hirer will always be responsible for providing adequate supervision to maintain order and good conduct. The Hirer must also ensure that the occupancy numbers do not exceed what is stated.
9. The Hirer will not, during occupancy of the premises, infringe any existing copyright or performing rights law, and shall indemnify the Academy and United Learning against all sums of money which the Academy or United Learning may have to pay by reason of an infringement of copyright or performing rights occurring during the period of hire covered by this agreement.
10. The Hirer will not sub-let to another person or organisation.

11. No intoxicants will be brought onto or consumed on the premises without prior approval of the Governing Body and a licence to do so has been obtained.
12. Smoking is not permitted within the Academy boundary.
13. In the event of a fire the Hirer must be able to produce a register of all those in attendance on that day and must assemble in the designated area. All hirers are provided with a tour of the premises and shown designated assembly points.
14. Before vacating the premises, the Hirer will ensure that the premises are left in a clean and tidy state. If it is necessary for the Academy to arrange for extra cleaning or clearing of the facility used by the Hirer, above that which would normally be expected after use, the Hirer will cover any cost incurred.
15. Hirers of the All-Weather Pitch (AWP) will ensure that if they are the last hirer to vacate the pitch, they are responsible for securely locking all gates. All rubbish including plastic drinking bottles are to be removed from the AWP. Floodlights are set to a timer and will automatically switch off at 10.15pm.
16. Where factors beyond the Academy's control necessitate the cancellation or abandonment of a booking, we will endeavour to notify all lets affected. Where it is beyond control of letting then a full refund will be provided.
17. The Hirer acknowledges that charges may be increased in accordance with the rates from time to time as agreed by Governors, or that the letting may be cancelled due to exceptional circumstances.
18. Any Cancellations are the responsibility of the Hirer and should be placed on the School Hire system within 1 week prior to the booking. Any noncompliance will incur a 50% charge. Cancellations less than 24 hours in advance, unless for extreme circumstances, will result in a 100% charge.
19. References may be requested. The Academy reserves the right to reject any bookings.
20. The Academy will confirm the booking once all information has been input by the Hirer.
21. The Hirer will be charged monthly in advance of their booking, any non-payment will result in future bookings being cancelled.
22. The Hirer will be responsible for any loss or damage to any equipment fixtures and fittings that belong to the Academy and the Hirer will be expected to reimburse the Academy accordingly. The Academy must be notified of any damage as soon as possible.
23. The Academy will not be responsible for any damage caused to items that belong to the Hirer while on the premises.

Date of this review:	15 th May 2025	Review Period:	Yearly
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Type of policy:	Cornerstone		
Approval By Principal: Mr C Phillips			