



Lettings Policy and Procedure

September 2024

1. Introduction

1. The Trust Board regards the Academy buildings and grounds as a community asset and will make every reasonable effort to enable them to be used by the local community.
2. The Trust Board welcomes the opportunity to work with partner organisations in extending the range of opportunities to help pupils achieve their full potential by engaging with local groups and services meeting the wider needs of our pupils, families and the local community. However, the overriding aim of the Trust is to support the academies in providing the best possible education for pupils and any lettings of the premises to outside organisations will be considered with this in mind.
3. The Academy's delegated budget (which is provided for the education of its pupils) 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 any outside organisation must be reimbursed to the Academy's budget.
4. The Trust reserves the right to:
 - i. refuse applications without giving a reason
 - ii. have a representative present at any function
 - iii. terminate any activity not properly conducted.

2. Definition of a Letting

5. 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')". Lettings can be single use i.e. on one occasion or regular use i.e. the same day and time each week.
6. A letting must not interfere with the primary activity of the Academy, which is to provide a high standard teaching and learning environment for all its pupils.
7. 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:
 - i. Trust Board and Local Governing Board meetings
 - ii. Extra-curricular activities for pupils organised by the Academy or Trust
 - iii. Academy performances or events
 - iv. Parents' evenings and meetings
 - v. PTA meetings and events.

Care should be taken to ensure that any lettings are consistent with Trust values. The following activities are not considered to be appropriate for lettings:

- i. Commercial activities with little potential to generate income or support for the Academy
- ii. Activities or events promoting a political view
- iii. Activities or events which might bring the Academy or Trust into disrepute.

3. Roles, Responsibilities and Administration of Lettings

8. The Trust Board is responsible for:

- i. Approving this Policy and ensuring that it is reviewed regularly
- ii. Approving the hire charges for the letting of Academy premises and reviewing them regularly (delegated to the Local Governing Board)
- iii. Setting the Terms and Conditions of Hire for lettings
- iv. Approving the Health and Safety Policy and ensuring it is reviewed regularly
- v. Ensuring that the Trust has appropriate insurance arrangements in place.

9. The Trust's Chief Operating Officer (hereafter known as the COO) is responsible for:

- i. Ensuring Headteachers are aware of their responsibilities relating to this Policy.

10. Headteachers are responsible for:

- i. The management of lettings and may delegate all or part of this responsibility to other members of staff (for example, person with responsibility for Academy lettings), whilst still retaining overall responsibility for the lettings process.
- ii. If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Chair of the Local Governing Board, given delegated authority to determine the issue on behalf of the Trust, or a member of the Trust's Executive Team.
- iii. Ensuring staff responsible for the letting of Academy premises are aware of their responsibilities relating to this Policy.

11. Academy staff supporting lettings are responsible for:

- i. Ensuring that the lettings policy and procedure are followed.

12. Hirers are responsible for:

- i. Adhering to the procedures and Terms and Conditions of Hire.

13. All academies are responsible for:

- i. Managing the day-to-day lettings of the premises and ensuring effective communication between all parties concerned
- ii. Maintaining accurate records of all bookings
- iii. Confirming bookings using the template contained within this policy
- iv. Checking and filing insurance and safeguarding documentation provided by Hirers
- v. Arranging duty site staff for lettings
- vi. Ensuring facilities are as required by Hirers
- vii. Ensuring appropriate training for Hirers or appropriate member of staff is present when any specialised equipment or accommodation is hired
- viii. Monitoring all Hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for Academy use
- ix. Advising the Central Trust Teams of lettings proposed.

14. Central Trust Finance Team is responsible for:

- i. Raising invoices and chasing any outstanding payments
- ii. Advising on the VAT status of lettings / charges.

4. Charges and Bookings

The Local Governing Board is responsible for setting charges for the letting of the Academy premises. All charges will be reviewed and set annually in accordance with this Policy, the Finance Policy and the Academy's Charging and Remissions Policy.

15. A charge may be levied to cover the following:
 - i. Cost of services (heating, lighting and consumables)
 - ii. Cost of staffing (additional security, caretaking and cleaning) - including "on-costs"
 - iii. Cost of administration
 - iv. Cost of "wear and tear"
 - v. Cost of use of Academy equipment (if applicable)
 - vi. Any other costs associated with a particular letting.
16. The charges review will take place during the spring term, for implementation from the beginning of the next financial year, with effect from 1st September of that year. Current charges will be provided to Hirers by the Academy in advance of any letting being agreed (see **Scale of Charges Schedule – Appendix 3**).
17. All bookings will be made directly with the Academy, recorded locally and supported by a copy of the Academy Booking Terms and Conditions signed by the Hirer.
18. In considering requests for lettings, deliberate the following:
 - a. the Academy's calendar of events, for example parents' evenings
 - b. whilst the Academy will try to accommodate all requests, the Academy and current Hirers will be given priority
 - c. other considerations include the type of event, site supervision availability, the number of other lets coinciding, car parking and the suitability of the accommodation
 - d. all Hirers must comply with the safeguarding rules.

4.1. VAT

19. Academies should check the VAT position with the Central Trust Finance Team when the details of the proposed letting have been established. In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances as set out below).
20. Sport facility letting charges are normally subject to VAT but where certain criteria are satisfied, the hire charges can be treated as exempt. VAT regulations state that for a series of ten or more lettings to be exempt from VAT, the following conditions should be satisfied:
 - i. Each period is in respect of the same activity carried out at the same place
 - ii. The interval between each period is not less than one day and not more than fourteen days
 - iii. The charge is payable by reference to the whole series and is evidenced by written agreement
 - iv. The facilities are letting to a school, club, association, or an organisation representing affiliated clubs or constituent association.

5. The Administrative Process

21. Organisations seeking to hire the Academy premises should approach the Headteacher or Academy Office who will identify their requirements, clarify the facilities available and send the initial interest and safeguarding form.

22. The [Safeguarding Form](#) **MUST** be completed and returned prior, or alongside, the Initial Lettings Request Form.
23. An **Initial Lettings Request Form (Appendix 1)** should be completed after review of the initial interest and safeguarding form where it is appropriate to proceed. The starting and finishing times on the booking form should be such to allow time for any setting up and clearing up respectively. The Headteacher/Local Governing Board has the right to refuse an application and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed, in writing.
24. Once a letting has been approved, confirmation will be sent to the Hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the **Hire Agreement (Appendix 2)**. The letting should not take place until the signed agreement has been returned to the Academy.
25. The person applying to hire the premises will be invoiced in advance for the cost of the letting, as appropriate, in accordance with the Local Governing Board’s current scale of charges. Payment must be made directly into the Trust’s bank account.
26. Academies will seek payment in advance to reduce any possible bad debts. A one-off booking must be paid in advance and all other bookings are either paid monthly or termly in advance.
27. The Hirer should be a named individual or organisation and the agreement should be in their name, giving their permanent address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the Hirer security of tenure.
28. All lettings fees which are received by the Academy will be paid into the Trust’s bank account and allocated to the respective Academy’s budget, to offset the costs of services, staffing etc. (which are funded from the Academy’s delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a ‘break even’ situation is being achieved and reported to the Trust Board and Local Governing Board.

6. Public Liability and Accidental Damage Insurance

29. All Hirers, whether groups or individuals, are responsible for arranging their own public liability insurance and to ensure the insurance covers all their legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which premises are being hired). This cover must also extend to include loss or damage to the premises of the Academy site arising out of the letting. The minimum limit for this insurance cover is **£5 million**. Evidence of the appropriate cover will be required by the relevant Academy in advance of any hire and will be subject to annual review.

6.1. Security

30. The Academy Headteacher or designated member of Academy staff, has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other appropriate control measure.

7. Safeguarding and the Prevent Duty

31. Any organisation submitting a lettings request involving working with children and/or young people must submit to the Academy a signed copy of their current Child Protection Policy. All organisations must comply with the regulations stated in Keeping Children Safe in Education.

32. All Hirers must state the purpose of the hire. Each application will be vetted by the Headteacher or designated member of Academy staff and any concerns will be reported to the Headteacher prior to approval.
33. When determining whether to approve an application, the Headteacher or person with designated responsibility will consider the following factors:
 - i. The type of activity
 - ii. Possible interference with Academy activities
 - iii. The availability of facilities
 - iv. The availability of staff
 - v. The Academy's duties regarding the prevention of terrorism and radicalisation
 - vi. Whether the letting is deemed compatible with the ethos of the Academy.
34. **An application will not be approved if it:**
 - vii. Is aimed at promoting extremist views
 - viii. Involves the dissemination of inappropriate materials
 - ix. Contravenes the statutory Prevent Duty
 - x. Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Headteacher, balanced or outweighed by freedom of expression or artistic merit).
35. The Academy will follow the Prevent Duty guidance if there is reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent Duty.
36. Where an individual or group is found to be promoting views in contravention of the Academy's Prevent Duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the Academy will contact the police who may remove the person or group from Trust premises.

8. Cancellations

37. **By the Hirer:** Cancellations should be made in writing at least 48 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the Academy will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.
38. **By the Academy:** If the Academy finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The Trust and the Academy will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

9. Review

39. This policy will usually be reviewed every three years during the summer term and at any other time as may be deemed necessary. Charges will be reviewed annually.

1. Terms and Conditions of Hire for Lettings

1. All terms and conditions must be adhered to. The 'Hirer' shall be the person making the application for a letting, and this person will be responsible for payment of all fees or other sums due in respect of the letting and ensuring the terms and conditions are adhered to.

2. Interpretation

2. **Hirer:** person making the application for a letting who will be responsible for payment of all fees or other sums due in respect of the letting.
3. **Trust:** Enrich Learning Trust.
4. **Academy:** the respective Trust Academy with facilities for hire.

3. Status of the Hirer

5. Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the Academy to them or of creating any tenancy between the Academy and the Hirer.

4. Safeguarding and Child Protection

6. If a particular letting involves contact with the Academy's pupils or other young people then any organisation or individual submitting a lettings request involving working with children and/or young people must provide to the Academy evidence that appropriate policies and procedures are in place with regard to safeguarding children and child protection i.e. Safeguarding Policy, and provide evidence to the Academy of Disclosure and Barring Scheme check (hereafter referred to as DBS) relating to all staff and others working closely with children. Evidence required:
 - i. a 'letter of assurance' from the organisation providing the names and DBS numbers of the supervising adults/staff
 - ii. DBS certificate for supervising adults and additional photographic identification.
7. The Local Governing Board will ensure that there are arrangements in place to liaise with the Headteacher on these matters.
8. The Local Governing Board will require DBS checks relating to staff and other adults using Academy premises at a time when Academy pupils or other young people may be on site.
9. The Local Governing Board may agree to obtain DBS clearances on behalf of a Hirer through the HR services. Hirers will be charged the cost of the DBS check and any administration costs incurred by the Academy (DBS checks would require a minimum of a half term advance notice).
10. The Local Governing Board will require evidence of appropriate qualifications for Hirers:
 - i. Using facilities or equipment for specific activities
 - ii. Where the activity is for example an after-school sports club, sports coaches must also follow the Government Guidelines for Working in Schools
 - iii. Appropriate and recognised Designated Safeguarding Lead training by the Hirer.

5. Priority of Use

11. The Headteacher, or person with designated responsibility, will resolve conflicting requests for the use of the premises, with priority always being given to Academy functions.

6. Attendance

12. The Hirer shall be responsible for ensuring that the number of persons using the premises does not exceed that for which the application was made, and approval given.

7. Behaviour

13. The Hirer shall be responsible for ensuring the preservation of goods order and the prevention of disorderly behaviour for the full duration of the letting and until the premises are vacated.
14. The Hirer is responsible for ensuring these terms and conditions of use are observed and adhered with and for the effective supervision of the arrangements and activities on the Academy premises during the hire period.

8. Health and Public Safety

15. The Hirer must comply with all the laws relating to the premises and the occupation and use of the premises by the Hirer, including but not limited to Health and Safety legislation.
16. The Hirer should, as far as practicable, have an accurate list of those present.
17. The Hirer is responsible for familiarising themselves with emergency exits and must ensure that participants are aware of emergency evacuation procedures and assembly points. It is good practice to carry out emergency evacuation drills at suitable intervals.
18. The Hirer must always, whilst participants are on site, have immediate access to participants' emergency contact details, and always have access to a mobile phone.
19. The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits.
20. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and (where applicable) the Hirer must always adhere to the correct adult/child ratios.
21. The Hirer shall be informed of the maximum number of attendees for each venue at the time of hire application.
22. The Academy will inform the Hirer of any areas within the scope of the letting arrangements where asbestos has been identified, if there is a foreseeable risk of potential damage arising from the specific hire use of the building.

8.1. In the event of an emergency:

23. The Hirer will call the relevant emergency service (if Academy staff are not present and supporting the activity)
24. All occupants must leave the Academy by the nearest exit and assemble at the designated muster area as advised by the Hirer
25. The Hirer and users must not re-enter the premises until the 'all clear' has been given. The relevant emergency service or member of Academy staff will give this instruction.
26. The Hirer will immediately inform the Academy of any emergency, accident or serious incident that occurs during the hire period by telephoning the Academy emergency contact.
27. The Hirer will be responsible for reporting any accident to the Health and Safety Executive, if applicable.

9. Own Risk

28. It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

10. Damage, Loss or Injury

29. The Hirer warrants to the Trust Board that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million. The Hirer must produce the appropriate schedule of insurance cover before the letting can be confirmed.
30. Neither the Academy or the Trust Board will be responsible for any injury to persons or damage to property arising out of the activities undertaken and supervision thereof during the letting of the premises.
31. Any damage, destruction or theft that occurs during the hire period in, or to, the premises, to the building, equipment or Academy property will be the responsibility of the Hirer and the Hirer shall pay to the Academy the cost of making good any such damage or loss.
32. Any damages or breakages must be reported to Academy staff at the first opportunity.

11. Furniture, Fixtures and Fittings

33. Furniture, fixtures and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation or replacement required.
34. The Hirer will ensure all facilities used are kept in a clean and tidy condition when in occupation.
35. The facilities must be left in the same condition as before the hire period. No food, rubbish or other belongings of the Hirer should be left on the premises. Waste refuse sacks should be used and can be deposited in the Academy's refuse bins/area. If additional cleaning is necessary, the Hirer will be charged accordingly.

12. Use of Premises, Facilities and Equipment

12.1. Academy Equipment

36. This can only be used if requested on the Initial Request Form, and if its use is approved by the Headteacher or other person with delegated responsibility. Responsible and appropriately qualified adults must supervise the use of any equipment that is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of Academy equipment they are using, and for the equipment's safe and appropriate use. Use of the Academy's offices and resources will not be available during the hire period and it is the Hirer's responsibility to ensure a mobile phone is available to cover the event of an emergency.

12.2. Hirer's Equipment

37. The Hirer should state on the hire agreement any equipment they intend to bring on to site. They are responsible for ensuring the suitability of the equipment and for ensuring that it is in good order.
38. Any electrical equipment brought by the Hirer onto the Academy site **MUST** comply with the Trust Code of Practice for Portable Electrical Appliance Equipment. Equipment must either have a certificate (Portable Appliance Test) of safety from a qualified electrical engineer or be inspected by, or on behalf of, the Trust. The intention to use any electrical equipment must also be notified on the application. Any of the Hirer's own equipment should be brought into / removed from the Academy within the time booked.

12.3. Normal Academy Operating Hours

39. The Academy is normally open between 8.30 am and 6.00 pm Monday to Friday in term-time. The Academy reserves the right to vary these times, as appropriate.

12.4. Car Parking Facilities

40. Subject to availability, the Hirer and other adults/visitors involved/attending the letting may use the Academy car parking facilities. Neither the Academy or the Trust will accept any responsibility in terms of damage, theft or loss of any car left in the car park during the hire period.

12.5. Toilet Facilities

41. Access to the Academy's toilet facilities is included as part of the hire arrangements including hire of outdoor facilities such as football pitches and field space.

12.6. First Aid Facilities

42. There is no legal requirement for the Academy to provide first aid facilities for the Hirer and Academy first aid resources are not available for lettings. Therefore, it is the Hirer's responsibility to make their own arrangements, including the provision of first aid training for supervising personnel, the provision of a first aid kit and PPE to deal with people displaying infectious symptoms.
43. The Hirer is always expected to have access to a mobile phone throughout the letting to cover any emergency event.

12.7. Food and Drink

44. No food or drink may be prepared or consumed on the premises without the direct approval of the Local Governing Board. Where approval is given the Hirer must ensure that all food hygiene regulations are applied and adhered to. All litter must be placed in the bins provided with due regard to Academy recycling facilities.
45. If the hire agreement allows use of the kitchen, any leftover food and drink must be taken away from the Academy premises at the end of the hire period. The kitchen must be left clean and fit for use by the Academy.

12.8. Intoxicating Liquor/Drugs

46. Alcohol is not allowed to be brought onto or consumed on the premises at any time without express approval from the Academy/Trust.
47. Illegal drugs are not to be brought onto or consumed on the premises.
48. Any person thought to be under the influence of alcohol or drugs will be refused admittance to the premises or asked to leave the premises if the intoxication occurs during the hire period.

12.9. Smoking

49. The whole of the Academy premises is a non-smoking area, and smoking is not permitted within Academy buildings or on Academy grounds at any time.

12.10. Flammable Items

50. No items of a flammable, dangerous or noxious character may be brought onto the premises, including fireworks, confetti or gas without the express approval from the Academy/Trust.

12.11. Suitable Footwear

51. Suitable footwear should be used. No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

13. Copyright, Performing Rights or Alcohol Licences

52. There are a variety of licences that may be required for different types of events. The onus is on the Hirer to ensure which are deemed necessary and must produce documentary evidence before the letting takes place. The Hirer shall indemnify the Trust against any action brought about by failure of the Hirer to obtain the necessary licences. The following categories of letting may require a:
- i. Theatre licence
 - ii. Copyright/Royalty licence
 - iii. Cinematography licence
 - iv. Alcohol licence
 - v. Music, Singing and Dancing (Performing Rights licence)
 - vi. Gambling licence for raffles etc.

14. Sub-letting

53. The Hirer shall not sub-let the premises to another person.

15. Charges

54. Hire charges are reviewed annually by each Academy and approved by Local Governing Board in consultation with the Trust's Chief Financial Officer. The current charges are set out in the **Hire Agreement** (please contact the respective Academy for details of scale of charges schedule) and available on the school website.

15.1. Variation of Scales of Charges and Consequential Cancellations

55. The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Local Governing Board on an annual basis) and consequently the letting may be cancelled. The Hirer may be charged for the letting if insufficient notice is given to cancel costs associated with the hire agreement

15.2. Payment for Letting

56. The person or organisation applying to hire the premises will be invoiced for the cost of the letting in accordance with the Local Governing Board's current scale of charges. Payment must be received by the Academy either prior to or on the date of the letting taking place. The Hirer will be subject to an administration fee for late payment, again, in accordance with Local Governing Board's current scale of charges.

15.3. Hire Fee and Deposit

57. The Academy reserves the right to require a deposit (refundable) over and above the hire fee as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition requiring additional cleaning, caretaking or other expenses.
58. A one-off booking is paid in advance and all other bookings are either paid monthly or termly in advance.

16. Security

59. The Local Governing Board may hire a person to be responsible for the security of the premises before and after the hire such as a Caretaker, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. The Local Governing Board can arrange for a person to be responsible for the security of the premises during the hire, but this will incur an additional charge. Only named key holders may operate the security system. Keys must not be passed to any other person.

17. Right of Access

60. The Academy reserves the right of access to the premises during any letting. The Headteacher (or delegated officer) may attend to monitor activities from time to time.
61. The Trust permits the Hirer to access and use the areas of the Academy as stated on the booking form.
62. The areas of the Academy used remains in the Trust's legal possession notwithstanding the Hirer's occupation during the hire period and such occupation shall not be deemed to constitute or create any lease or tenancy.

18. Conclusion of the Letting

63. The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional charge may be made.

18.1. Vacation of Premises

64. The Hirer is responsible for all participants in their activities and for supervising any children taking part in an activity until a responsible adult collects them at the end of the let.

19. Promotional Literature/Newsletters

65. A draft copy of any information proposed for distribution which contains any reference to the Academy must be sanctioned by the Headteacher (or delegated officer) at least one week prior to proposed distribution by the Hirer.

20. Cancellation

66. The agreement may be terminated:

By the Hirer: Cancellations should be made in writing at least 48 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the Academy will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

By the Academy: If the Academy finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The Trust and the Academy will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

21. Commitment of Adherence

I [insert Hirer's name] confirm that I have read and understood the Terms and Conditions of Hire in respect of facilities at [insert Academy's name] and will ensure they are adhered with.

Signed:

Date:

Print Name:

Organisation:

(if applicable)

One copy to be kept in lettings file and one copy to be given to Hirer.

Booking Form for Lettings

Appendix 1

(Academies may adapt this template to suit their requirements)

Name of Hirer (Main Contact Person):					
Name of Hirer's Organisation: (If applicable)					
Hirer/Organisation Address:					
Contact Number: (Named Hirer)		Email Address: (Named Hirer)			
Purpose of Hire:					
Facility/Facilities Required:					
Total Number Attending:		No. of Adults:		No. of Children:	
Single Booking Date:		Start Time:		End Time:	
Block Booking Days/Frequency:		Start Time:		End Time:	
Block Booking Start Date:		Block Booking End Date:			
DBS Checks Completed: (Where Applicable)	On Date: By Whom:				
Safeguarding Policy and Procedures in Place?	Please provide copies of relevant information:				
Relevant Qualification of Supervising Adults:					
Insurance Cover in Place:	Please provide a copy:				
Risk Assessment Completed?					
Equipment Required from the Academy:					
Equipment Provided by the Hirer:					
Any other relevant information:					
The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out by producing the schedule of insurance cover (see Terms and Conditions for details).					Yes / No
The Hirer confirms that arrangements are in place with reference to First Aid and have understood the fire and emergency evacuation procedures (see Terms and Conditions for details).					Yes / No
The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for details).					Yes / No
I have read, accepted and signed the Terms and Conditions of Hire and I confirm that I am over the age of 18. Booking times include set up and clear up time.					
Signed (Hirer):		Dated:			
You will be sent confirmation of whether this booking has been accepted or rejected by email. No letting will be regarded as booked until the confirmation has been sent.					

This form should be emailed to **insert relevant email address**

If posting, please send FAO **insert job role and Academy address.**

Dates during the year when the premises will be unavailable due to Academy use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

Lettings Hire Agreement

Appendix 2

The Hirer:	
Address:	
Telephone:	
Areas of the Academy to be Used:	
Specific Nature of Use:	
Maximum Attendance:	
Details of any Academy Equipment to be Used:	
Date(s) of Hire:	
Period(s) of Hire:	
Fee (specify per hour or per session):	

The Academy agrees to hire the premises to the Hirer on the date(s) and for the period(s) detailed above, upon payment of the fee specified.

The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions of Hire document. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Signatures:

The Hirer	Academy Nominee
Print Name:	Print Name:
Sign:	Sign:
Date:	Date:

Scale of Charges for Lettings

Insert Academy Name

Scale of Charges Schedule – Insert Financial / Academic Year

Room/Area	Period	Community	Commercial	VAT (if payable)
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%
Insert facility	Hourly	£	£	20%

Additional Charges: May be made at the discretion of the Trust if any of the following apply:

- bookings that start or finish outside normal school operating hours
- an increase in charges, for example to cover the cost of heating, unlocking and locking etc
- premises/facility hired is left in an untidy or disordered manner
- premises/facility requires repair following the hire period.

This list is not exclusive in terms of the Trust making an additional charge. See **Terms and Conditions** for more detail.

Sports Bookings: Certain sports bookings may be exempt VAT payable in accordance with the current VAT regulations. See **VAT** information in **Trust Lettings Policy**.

Discount: For certain Hirers a discount may be applied to the listed prices if the majority of beneficiaries/attendees are children who attend the Academy or another Academy within the Trust. This is at the discretion of the Trust and should be discussed at the time of booking.