



# Lettings Policy



## Lettings Policy

The policy of the Board of Directors is that all academies within the Trust should seek to maximise income generated through the promotion and hiring of facilities. The Board of Directors are committed to a community development programme which includes access to school facilities by the community in its broadest sense - i.e. staff, parents, pupils, local residents and groups, academy linked organisations.

All academies within the Trust promises they will be available for lettings, subject to Site Service Officer availability, from Monday to Thursday evenings exclusive and during the daytime at weekends when not required by the academy.

The delegated budget should not be used to subsidise the costs of letting. It is the policy of the MAT to ensure that the cost of credit/bad debt is kept to a minimum commensurate with the nature of the business by frequent monitoring and in accordance with the MAT's Financial Regulations. Payment should be made in advance unless prior written permission is obtained.

The MAT's hiring practises should be kept under annual review to ensure that all Academy buildings are economically used and by hirers of a reputable character. MAT premises will not be let to any persons under eighteen (18) years of age or to any organisations with an unlawful or extremist background.

All hirers must be familiar with, and adhere to the MAT's Conditions of hire.

The Lettings Policy and charges should be reviewed annually.

### Procedure

The arrangement for the day to day management and approval is delegated to the Headteacher.

Credit facilities will not be given. Payments can be made in advance or at the end of each month.

Invoices should be issued monthly. The Executive Principal and Business Manager should be informed by the Office Manager where accounts have not been settled.

In the event on non-payment, the hirer should be contacted and where necessary, access will be refused until payment is made in full.

Where payment is not made, the Office Manager on behalf of the Headteacher must initiate recovery procedures or write off procedures in accordance with the Debtors Policy.

The authority and process for the write off of debts shall be:

- Debts under £50 may be written at the discretion of the Headteacher.
- Debts arranging from £50 to £100 may be written off only with the approval of the Finance Committee.
- Debts above the level as detailed in the funding agreement must be submitted to DfE for approval to be written off.

### Health and Safety

A meeting will be held with the Academy Office Manager prior to lettings to ensure that the person arranging the letting is aware of their responsibilities regarding health and safety within the school and a copy of the school's health and safety policy will be handed to them for information. It is the requirement of each Academy within the Trust that whoever is responsible for using the school premises is made aware that they have sole responsibility for all Health and Safety issues, have adequate Insurance cover, First Aid provision and are aware of Emergency Evacuation Procedures.

All hirers are to be made fully aware of, and are responsible for compliance with the Academy's health and safety policy. Good housekeeping within the Academy must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.

Prior to the initial hire session, the hirer will meet with the Academy representative who will acquaint the hirer with the following:

- The Academy's fire and emergency plan and fire evacuation procedures;
- The location of fire-fighting equipment;
- Accident, incident and assault reporting procedures;
- Arrangements that need to be made for out of hours security and emergencies.

Hirers must nominate one responsible person to be in charge of proceedings. This nominated person will be responsible for initiating and organising any emergency actions, including:

- Contacting the emergency services, the Academy representative or site services officer in the event of an emergency. A telephone is available from the Academy office during school hours, but hirers must ensure that they have their own direct access to a mobile phone for emergency use, other than for one-off hires.
- Providing sufficient first aid equipment and qualified first aiders for the people attending their classes/events.

- Informing the Executive Principal of all emergencies at the earliest opportunity ideally no later than the next working day.

Hirers are to ensure that adequate security controls remain in place during occupancy. Access to the site should only be made via one main entrance to prevent out of hours casual intrusion and a designated representative should be tasked with staffing the main entrance to 'meet and greet' and to register attendees. Access round the school will be limited as certain areas will be locked prior to lettings taking place. In Clifford Bridge the Community Association area has a separate entrance and alarm system.

Should intruders be sighted on Academy premises, do not attempt to intercept or challenge them. Inform the Emergency Services Unit, Police and Site Services Officer.

Where the letting of Academy premises involves the participation of Academy pupils, the Academy will require users to prepare and submit, prior to the hiring commencing, a system of work for the following:

- The safe arrival and departure of pupils to/from the activity;
- Responsibility for transferring pupils from class to the activity and from the activity to parents / carers;
- The security of pupils during the activity.

Vehicles should not obstruct the Academy entrances in the event that emergency access to the Academy is required by emergency services. Hirers must ensure that the entrance to the site or access to fire hydrants remains available.

A strict **NO SMOKING** policy exists in Academy buildings and on the Academy site. This must be adhered to at all times. The Site Services Officer must be informed when activities are concluded in order that the buildings can be secured.

Date of approval:

Signature: Executive Principal (Kim Docking)

Signature: Chair of Finance and Audit (Graham Wise)

Renewal Date: Spring Term 2018