



The Diocese of Gloucester Academies Trust

Lettings Policy

Status and review cycle;	Non-Statutory every 2 years
Responsible group:	The Trust
Implementation date:	November 2014
Review date	October 2018
Next review date:	October 2020

Diocese of Gloucester Academies Trust

Lettings Policy

Policy Statement

- I. The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated academies, to working with community groups and associations is central to witnessing to the value of the foundation. The Trust is committed to supporting community partnerships and this policy sets out the terms under which the Local Governing Body of each academy will hire out the buildings and playing fields for wider community use. The Local Governing Body will not consent to lettings for events or organisations that would bring the Trust into disrepute and / or are contrary to the ethos of the Trust.

Purpose and Scope

2. This policy is intended to provide guidance to Local Governing Bodies with regard to letting out the buildings and associated playing fields. The policy sets out the obligations of the academy and the hirer in entering into such an arrangement.

Insurance

3. The Trust's public liability policy provides cover in the event that a third party is injured or third party property is damaged, by the activities of the academy and where the Trust may be deemed 'negligent' under English law. Similarly, this cover extends to a third party, should someone who is attending a hirer's event be injured. However, it should be noted that this cover protects the academy against claims for negligence and not the party who is letting the property.
4. The Trust's Hirer Liability insurance provides additional cover to the hirer in the event that they negligently cause injury during the course of their activities on the academy site. Hirers Liability cover does not apply at any other time, nor at any other premises. The hirer should be aware that the cover that would be provided by such a policy could be restricted and may not cover all risks associated with the hirer's activities. Further, any such policy put in place by the Trust may be terminated or withdrawn at any time by the academy without recourse to the hirer. It is the hirer's responsibility to ensure that he/she, or the organisation he/she represents, has adequate insurance cover in place.

Hirer's Responsibility

5. Having received a request from a hirer to use all of or part of the academy premises / facilities for an activity organised or conducted by the hirer or the hirer's representative(s), the hirer must agree to accept the following responsibilities:
 - I. To keep the academy fully and effectually indemnified from and against any loss which the academy may suffer as a result of the actions / inactions of the hirer in connection with the access and use of the academy site which may not be covered by the above insurance.
 - II. To ensure that where the agreement allows the hirer to use equipment and resources, the use of such equipment and resources is in accordance with generally accepted procedure and practice and that all relevant safety guidelines are adhered to. The hirer agrees to fully indemnify the Trust for any loss that is incurred as a result of equipment or resources not being used in accordance with accepted procedure, practice and relevant safety guidelines which may not be covered by the above insurance.
 - III. Ensure that if any claims are made against the Trust the hirer will meet the cost of all such claims by the provision of adequate additional insurance, should it be required.

Obligations on the academy

6. The academy will remain responsible in respect of the health safety and welfare of all users of its site and facilities and discharges these responsibilities by ensuring that;
 - I. all equipment and resources provided as part of this agreement are in a serviceable condition and that, where required, appropriate inspections are undertaken;
 - II. working and operational practices are fully compliant with appropriate legislation and relevant good practice guidelines; and
 - III. the relevant risk assessments and indemnity insurances are in place

General Conditions of Hire for the use of the Academy Premises

7. Acceptance of the hire is conditional upon the hirer agreeing to accept all Conditions of Hire and to take responsible steps not to infringe the law.

Conditions of Hire

8. All hirers must complete an application to hire form available from the academy.
9. All hirers must be aged over eighteen.
10. Representatives of the hirer must at all times conduct themselves in accordance with the Code of Conduct adopted by the Trust.
11. The scale of fees for lettings shall be determined by the Local Governing Body of the academy, taking into account the cost of providing the letting, including energy costs, the cost of equipment being used, and the purpose for which the premises has been let. The charge for accommodation includes the use of furniture only within the room hired (unless specifically detailed otherwise). In the event of the hirer requiring additional furniture a separate charge may be made according to circumstance.
12. Invoices will be issued at regular intervals for all facilities hired. These will be sent to the address of the hirer. All invoices must be settled within 30 days preferably by direct bank transfer or, alternatively, cheques which should be made payable to the individual academy. The Local Governing Body reserve the right to cancel any bookings in the event of any payment issues.
13. The Trust is not VAT registered, and therefore no VAT will be charged on any bookings.
14. In the event of loss or damage occurring as a result of negligence or carelessness on the part of the hirer, or where the academy has good grounds for presuming that the damage occurred at this time and was not reported, the academy reserves the right to make a charge to the hirer to cover the costs of repairing the damage or making good the loss.
15. The Local Governing Body of the Trust shall not be responsible for the loss or damage to any property whatsoever or death or injury to any person whatsoever, other than by the way of their responsibilities as premises owners.
16. Representatives of the Trust or Local Governing Body shall at all times have free access to the premises for the purpose of inspection.
17. The Local Governing Body reserves the right to terminate the hire agreement in the event of a material breach of the General Conditions of hire by the hirer or any of his / her representatives

18. Cancellation. For facilities booked in advance the hirer must inform the academy of their wish to cancel the hire no later than 7 calendar days before the date and time the hire is due to commence. Cancellation notices can be made by telephone but must be confirmed by letter or e-mail, to arrive at the academy no later than the 7 calendar days before the date / time of hire. Where notice of cancellation is received with less than 7 calendar days before the date / time of hire the academy reserves the right to charge the hirer the full hire fee.
19. The academy reserves the right to withdraw from hire of any facility or part of the site where there is a requirement for use of that facility or part of the site for the educational benefit of the students at the academy. Should the need arise to invoke this the academy will seek to provide as much advance notice as possible to the hirer and where possible offer alternative facilities. In the event that no alternative facility can be made available and / or there is no opportunity to provide advance notice the academy will not be liable for any direct or consequential losses or costs incurred by the hirer as a result of the academy's actions.
20. It is the responsibility of the hirer to ensure that appropriate DBS / vulnerable adult checks have been carried out and relevant information provided to the academy.
21. The hirer must also ensure his / her representatives comply at all times with child protection / safeguarding policies.
22. It is the responsibility of the hirer to inform the users as to the locality of the emergency exits and procedures in case of fire or other emergency.
23. Any hirer will **not** allow:
 - I. Any article of a dangerous or offensive nature or any flammable materials to be brought onto the hired premises.
 - II. Any animal (except properly trained guide dogs) to enter or remain on the hired premises and grounds without the prior consent of the Local Governing Body.
 - III. Any alterations to lighting arrangements or the introduction of any electrical equipment, without the prior consent of the academy.
 - IV. Any fixtures or decorations to be attached to the walls.
 - V. The rooms to be re-arranged, except by prior agreement.
 - VI. Any smoking anywhere on the academy premises / grounds.
 - VII. Any consumption or storage of alcohol on academy premises without the prior agreement of the Local Governing Body.

Conduct

- 22 In recognition of the needs of the surrounding community and the rights of all visitors to Trust academies, the Local Governing Body request that all users of the academy facilities conduct themselves in a manner that is conducive to a pleasant and safe environment for all.
- 23 The Diocese of Gloucester Academies Trust (DGAT) has adopted a 'Code of Conduct'. which all visitors to the academy must follow. All hirers should familiarise themselves with Trust expectations. When hirers fail to abide by the Code of Conduct or behave in an unreasonable manner, the academy may restrict future use of the facilities, which may lead to the hire agreement being cancelled.

1.1 Hire for Public Entertainment

- 25 Many Trust academies will hold performing licences, but it is the responsibility of the hirer to inform the academy if a licence is required in order to undertake an activity. Please note that alcohol shall not be sold or supplied on educational premises without the express consent of the Local Governing Body and the obtaining by the hirer of an occasional licence.
- 26 Licences are generally required for:
 - a. Performing plays
 - b. “Public dancing, music or other public entertainment of a like kind” under the Local Government (Miscellaneous Provisions) Act 1982
 - c. Games of bingo.
- 26 Trust academies generally have in place an Entertainments Licence; however, the hirer must ascertain from the local licensing authority whether or not any further licences are required for their intended use, or for any other use to which the premises are to be put, and if so, to obtain and ensure full compliance with the necessary licence regulations.
- 27 Where premises are not licensed under the Cinematography Acts no inflammable films or materials of an inflammable nature shall be used.
- 28 When commercial sound recordings (gramophone records or CD recordings) are publicly used an application for a licence to use such recordings must be submitted to Phonographic Performance Ltd, Evelyn House, 62 Oxford Street, London, W1N 0AN.

1.2 Stage Lighting and Equipment

- 29 Any equipment owned by the academy, such as a switchboard and equipment may be operated only by competent persons.
- 30 The hirer must, by arrangement with a representative of the academy, visit the establishment on the first day of hiring in order that a “hand over” may be made to ensure that the equipment to be used is in satisfactory working order. A similar “hand over” is to take place at the end of the letting.

1.3 Academy Playing Fields

- 31 The hirer must ensure that the use of the playing field will not prejudice its use for normal purposes. Full supervision by a responsible adult must be undertaken whilst the field is being used. Motor vehicles must not be taken onto the academy playing field without the express consent of the Local Governing Body.

1.4 Health and Safety

- 32 There is joint responsibility on the academy and the hirer to ensure that health and safety requirements are understood and provision made to ensure that such requirements are maintained. The Trust has a responsibility to ensure they are fit for purpose and are provided in a condition that complies with Health and Safety legislation and the Trust’s Health and Safety Policy.

- 33 The hirer is responsible for undertaking their own risk assessments in respect of the specific activities they plan to undertake. The hirer is also responsible for developing and implementing their own method statements, procedures and practices so as to ensure effective management of risks identified within their risk assessments.
- 34 The hirer must notify the academy of any risks associated with their activity where they feel that such risks are as a direct result of any action, or inaction, on the part of the academy.

Related Policies

Code of Conduct for Staff

Safeguarding Policy

Responsible dept: Trust
Implementation date: November 2014
Review date: September 2018
Next review date: October 2020

Terms & Conditions for lettings at Hardwicke Parochial Primary Academy

1. All lettings will incur a charge* as outlined below:-

The Hall (minimum 2 hours hire)

Educational and Youth services	£18.00 for 2 hours + £9.00 per hour thereafter
Community users	£18.00 for 2 hours + £9.00 per hour thereafter
Commercial users	£30.00 for 2 hours + £15.00 per hour thereafter

The Sports field (minimum 2 hours hire)

(Toilets and/or refreshment facilities are not available when hiring the sports field)

Educational and Youth services	£15.00 for 2 hours + £7.50 per hour thereafter
Community users	£15.00 for 2 hours + £7.50 per hour thereafter
Commercial users	£25.00 for 2 hours + £12.50 per hour thereafter

** The Governing Body reserve the right to make increases to these charges, giving 1 month's notice of such changes*

2. The booking of facilities in the school shall be made through the Clerk to the Governing Body, using the appropriate booking form (see attached), giving at least 14 days notice. Following receipt of confirmation of the booking, the appropriate charge must be paid to the Clerk to the Governing Body, at least three days before the let, otherwise the letting becomes null and void. Cancellation for any reason following payment will incur a 10% charge to cover administration costs.
3. The hirer will be required to leave the facilities in a clean and tidy condition, the full charge will be made to reinstate the facilities if this requirement is not met. If the Hirer has been issued with a door pass this must be returned to the school administrator upon ceasing your personal position within the club or association or upon termination of the letting agreement. The door pass must not be passed to any other individual within your organization.
4. Heating of the facilities will be on a residual heat basis only, if supplementary heating is required this will incur a surcharge.
5. Lettings are generally only considered during term time. However, applications outside term time may be considered on an individual basis without any prior commitment on the school's part to provide such lettings.
6. The hirer is responsible for the behaviour of all persons connected with the hiring and their car parking arrangements so as to avoid any obstruction. They must prevent the premises being used in such a way that may cause a nuisance or annoyance to others in the vicinity.
7. The hirer must take all precautions for the safety of all persons entering/ using the premises during the period of hire.
8. The hirer must prevent damage to any part of the premises which includes but is not limited to any decorations, furniture, fittings, building fabric, and be liable for any damage to the premises connected with the hiring.
9. In the event of any damage to the premises connected with the hiring, the hirer will pay to the academy on demand, the costs of any such repair and any loss of income resulting from the premises not being used which is attributable to the damage.

Responsible dept: Trust
Implementation date: November 2014
Review date: September 2018
Next review date: October 2020

10. All lettings are at the discretion of the Governors who reserve the right to refuse permission for letting any of the premises.

Appendix 2

Letting Form for Hire of Hardwicke Parochial Primary Academy

Name of Individual:		Representing (Organisation):	
Address:			
Telephone (day):			
Telephone (eve.):			
Email address:			
Areas of the Academy required:			
Dates/ Days:			
Hours		Cost	
For the purpose of:			
<p><i>I confirm that I have read and agree to the terms of use set out in the DGAT Lettings Policy and in Appendix 1 of this policy – Terms and Conditions for Lettings at Hardwicke Parochial Primary Academy. Fees will be reviewed annually in April for implementation in September</i></p>			
Signed:		Date:	
<i>For office Use Only</i>			
	<i>Approved/ Action</i>		<i>Date</i>
<i>Headteacher</i>			
<i>Clerk</i>			

Responsible dept: Trust
 Implementation date: November 2014
 Review date: September 2018
 Next review date: October 2020

Please complete and return this form to the Hardwicke Parochial Primary Academy school office, or email to clerk@hardwicke.gloucs.sch.uk

Responsible dept: Trust
Implementation date: November 2014
Review date: September 2018
Next review date: October 2020

Responsible dept: Trust
Implementation date: November 2014
Review date: September 2018
Next review date: October 2020