



**PORTSMOUTH AND WINCHESTER  
DIOCESAN ACADEMIES TRUST**



**LETTINGS  
POLICY**

**Date Agreed: January 2020**

**Review Date: January 2022**

**Signed: \_\_\_\_\_**

**Chair of Governors**

**Portsmouth and Winchester Diocesan Academies Trust  
St Blasius C of E Primary Academy**

**Lettings Policy**

**Revision Record**

Revision No.	Date Issued	Prepared By	Approved	Comments
1	May 2017	CW	Gov	Staff changes
2	January 2019	CW	TCP	Reviewed Policy
3	January 2020	CW	LGB	Reviewed policy



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## **Objectives:**

This policy supports the vision, self-evaluation and improvement plan of St Blasius Shanklin C of E Primary Academy.

## **LETTINGS**

St Blasius Shanklin C of E Primary Academy wishes to be an integrated part of both the local community and infrastructure.

The letting formula aims to recover the economic cost to the academy incurred by the letting, with a small additional contribution to academy funds, where appropriate.

The letting formula should be reviewed annually by the individual academy and in the light of local circumstances i.e. the rates that other local facilities are charging. If the academy wishes to increase these rates to 20% or more above those published in the approved PWDAT Policy, these must be discussed with the Academies Finance Manager, prior to local adoption and may be referred to the resources sub-committee of the PWDAT Board.

## **Categories of users / hirers**

Subject to letting charges, formula below:

- A. Out of hours school-run activities available to pupils in general and pursuant to delivery of curriculum or religious matters, are nominally charged
- B. Letting to organisations listed by the Diocese as entitled to free use. Charges should be made to Diocese in accordance with the prevailing rate (refer to Diocese for list and reimbursement rates)
- C. Letting for activities which are generally available to, and for the benefit of, the academy area community and academy / diocesan churches/ Diocesan Board of Education
- D. Letting for no commercial gain.
- E. Lettings for commercial or other activities.
- F. Other

## **The letting formula**

This formula applies until January 2022 or when superseded, whichever is later. An additional charge may be made to cover caretaking costs, if applicable. These charges are a minimum of £10 for unlocking and £10 for re-locking on each letting, held outside of regular school hours (8am – 4pm Monday to Friday). Charges will be determined on a case-by-case basis. A set of keys may be supplied to trusted regular lettings e.g. a church group. This is at the discretion of the Principal and his/her decision is final.

CHARGES PER HOUR OR PART THEREOF	CATEGORIES					
	A	B	C	D	E	F
Hire of hall	Free	Free	Free	£20.00	£20.00	T.B.D

Hire of playground/field	Free	Free	Free			T.B.D
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**VAT MUST BE CHARGED IF THE HALL, PLAYGROUND OR FIELD IS LET FOR SPORTING PURPOSES  
FEES PAYABLE IN FULL ON COMPLETION OF THE LETTING, 7 DAYS NET PLEASE.**

**AVAILABILITY**

Academy functions and events will always take precedence over lettings. Every effort will be made to inform users of unavailability as far in advance as possible. Classrooms/other learning spaces will only ever be let for training or other purposes where a member of academy staff is present.

**CONDITIONS**

All lettings are at the discretion of the Principal and subject to any exclusions e.g. building works which may present a potential fire/escape hazard, health such as infections and skin disorders that may arise from the appropriate section of the current Health & Safety Policy, a copy is available from the academy or via the website. A risk assessment must be provided by the hirer at the time of application.

If any agreement is made to allow non-school groups or organisations to use the premises, appropriate checks will be made before agreeing the contract. If there is evidence that the organisation or speaker holds or promotes terrorism or extremist views, the booking will be revoked. If the organisation or speaker is not found to be holding terrorist or extremist views, no further action will be taken. A log of the decision making process will be kept.

Usage will be monitored and in the event of any behaviour not in-keeping with the Tackling Extremism and Radicalisation Policy, Visitors and Visiting Speakers Policy or Freedom of Expression Policy, the academy may contact the police and terminate the contract. For clarity, the P&WDAT will not allow our spaces in our academies to be hired to any person or group that wishes to promote terrorism, extremist views or seeks to radicalise others.

Facilities must be returned in the original condition found upon lease. If they are not, a further charge may be made and this cost will be at the discretion of the Principal. His/her decision on the charges to be applied are final. VAT must be charged on any sporting activities taking place in the hall, field or playground, under this policy.

Lettings will be subject to local governors conditions for hire of the academy and premises. A copy is available in the academy for inspection. Users will only be allowed use of the academy and premises once they have signed the appropriate letting undertaking.

Please also read this policy in conjunction with the Charging and Remission Policy.

**CANCELLATION**

1. Each academy, on behalf of the P&WDAT, reserves the right to cancel any booking at short notice due to unforeseen circumstances.
2. Where the facilities are required for academy purposes a minimum of five working days' notice of the cancellation will be given.
3. In reserving the right to cancel due to unforeseen circumstances or because the facilities are required for academy purposes, P&WDAT will not be held liable for any losses whatsoever incurred by the hirer as a result of the loss of use of the facilities.

## **LICENCES**

There are a variety of licences that may be required for different types of function. The onus is on the hirer to ensure which are necessary, and to produce documentary evidence before the letting takes place. The hirer will indemnify P&W DAT against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence
- Alcohol
- Music, Singing and Dancing

## **CONTACT**

Via the Academy Business Manager – Mrs Miselbach

## **Appendices**

- Appendix 1 - Letting Procedure
- Appendix 2 – Letting Agreement
- Appendix 3 – Application Form
- Appendix 4 – Conditions for Hire
- Appendix 5 – Log of Hirers

**St Blasius Shanklin C of E Primary**

**Academy Letting Procedure**

Dear

Thank you for your enquiry about the possibility of hiring all or part of the academy premises for an outside of school hours function by your organisation.

The hall, playground, field etc., are sometimes available for hire. Please state your requirements below:

.....  
.....  
.....

Charges for hiring the academy premises or parts of the premises are as per the Academy Letting Policy, available on request.

It may be the hirer's responsibility to unlock / lock the premises and to ensure that it is secure and locked again after the function. A set of keys is to be collected / returned to the academy office. Caretaking services may also be supplied. Please ask the academy which service will be most applicable to you.

Commercial hirers must provide evidence of their Public Liability Insurance, prior to letting and all hirers must provide a risk assessment at the time of application.

If you would like further details about lettings and conditions please contact the academy prior to letting, via the Business Manager or Principal at the academy, giving the following details:

- Name, address, contact telephone number and email of the organisation or person concerned.
- Date and duration of proposed hiring.
- Function for which premises are required.
- Any additional facilities needed, e.g. chairs etc.

Please note that the kitchen cannot be hired.

Yours sincerely,

Fiona Perkins  
CEO and Principal

**St Blasius C of E Primary Academy**

**LETTING AGREEMENT**

I have read and noted the Lettings Policy and associated appendices of the premises at the named academy and agree to fulfil the requirements made.

I understand that additional charges may be made for extra cleaning / breakages / damage caused by my hire of the premises and caretaking services, as applicable.

Signature:.....

Hiring Organisation:.....

Address:.....  
.....  
.....

Telephone numbers:.....

Email: .....

Date:.....

Public Liability Insurance Number: .....

I have attached the risk assessment for the activities                      YES                      NO

**St Blasius C of E Primary Academy**

Application form for hire of St Blasius Shanklin C of E Primary Academy facilities.

Name of Hirer: .....

Organisation: .....

Address: .....

Telephone/Email: .....

Is this application being made for any other person or group                      YES / NO

If YES please give the name and address of the organisation and person responsible for the group.

Person Responsible: .....

Name of Organisation: .....

Address: .....

Telephone: .....

**Dates and Times Required**

Date	Time	Fee Enclosed
1: _____	between _____ and _____:	_____
2: _____	between _____ and _____:	_____
3: _____	between _____ and _____:	_____

Caretaking fee \_\_\_\_\_ (ask school if applicable)

Total fee \_\_\_\_\_

I agree to abide by the TERMS and CONDITIONS stated in the lettings policy and appendices.

I enclose a non-returnable fee of \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Organisation \_\_\_\_\_

Public Liability Insurance Number: \_\_\_\_\_

## St Blasius C of E Primary Academy

### LOCAL GOVERNORS TERMS AND CONDITIONS FOR HIRE OF ACADEMY PREMISES

All hirers must read and agree formally in writing to fulfill these conditions.

1. **The academy, car park and grounds are a NO SMOKING AREA in their entirety (including e-cigarettes). A Smoking Policy is in operation – please observe.**
2. Users must show respect for academy equipment and furniture and all hired areas must be left in the condition they were found in at the commencement of the letting. No equipment shall be used except by prior arrangements and payment where appropriate. Appropriate use of the lights will also be appreciated especially in the summer when sufficient daylight is available.
3. The P&WDAT Trust Board gives no guarantee as to the fitness, suitability or condition of the premises or grounds. However, every effort is made to ensure that they are in a reasonable state. It is the responsibility of the hirer to check that the premises are suitable for their needs.
4. Hirers will be expected to pay for the repair or cost of any damage to equipment of building caused during the letting.
5. Hirers are expected to provide a risk assessment at the time of application.
6. The premises / grounds must be left 'as found' at the end of a letting. Basic cleaning equipment will be available. Litter should be removed from rooms and grounds. The cost of any additional cleaning work will be charged to the hirer.
7. Toilets to be used with cleanliness and hygiene in mind. Any additional cleaning not dealt with by the hirer will be charged for.
8. Hirers are expected to be punctual to starting and finishing times. No charge will be made for preparation / tidying up periods before and after a letting but continued use for letting purposes after stated closing time may be charged additionally. Lettings will normally end at 9pm and exceptionally at 11pm by special arrangement. All booking times will be adhered to.
9. Hirers should report to the Business Manager or Principal any damage or breakage which takes place during the letting.
10. Hirers are particularly asked to do all that they can to prevent walls and displays being marked, moved, spoilt or misused. Any occurrence of this may lead to further costs being required or the cancellation of future lettings.
11. Insurance – Our academy is insured through the EFA Risk Protection Arrangement and has unlimited third party public liability insurance. This cover provides for body injury to Third Parties and / or loss or damage to their property and includes the premises, as let, and the contents thereof. The Trust accepts no responsibility for any loss or damage to any property left in, lost within or lost on their site.
12. Commercial hirers must make their own insurance arrangements to the same criteria and provide documentary evidence that they have done so.



13. Hirers should provide their own First Aid equipment and trained staff.
14. Cars and vehicles should not be parked on the playground or field, except by prior arrangements (e.g. car boot sales, delivering items for stalls).
15. No fires to be sited anywhere in the grounds, including the playground, without prior agreement from the Principal.
16. Hirers should point out to their members the appropriate procedure and exits in case of fire and familiarise themselves with extinguisher points.
17. Hirers should ensure that only their own members are on the premises during activities and be aware of the security of the premises during and after their activity.
18. Organisations are not allowed to advertise or put up posters but they can arrange with the Principal to have appropriate posters put on official academy notice boards.
19. Hirers and organisations are required to be aware of the academy neighbours and their rights especially with regard to noise level of music (indoor and outdoor). Any complaints will be referred to the relevant organisation, which will be expected to take appropriate action.
20. Hirers should be aware of the legal requirements for lotteries, prize draws and alcohol consumption and make separate arrangements for this and for any public music and entertainment events.
21. Hirers are not allowed to sub-let or share the premises with anyone else.
22. Hirers should be sure to apply and communicate any relevant Health and Safety information to their members.
23. Any children present at a lettings function shall be properly supervised by adults, parents, organisers present.
24. Classrooms and offices are not to be used or accessed, except for official training use as sanctioned by the Principal.
25. The academy kitchen is not to be accessed.
26. Hirers may not use the academy as a venue to promote terrorism, extremist views or to seek to radicalise others. The contract will be terminated and the police notified if this is found to be the case.
27. No dogs (except guide dogs) are allowed on academy premises.
28. No betting, gambling or gaming is permitted on academy premises.
29. Any equipment, electrical or otherwise, brought onto the premises by the hirer must be restricted to those items referred to on the booking form and agreed by the Site Manager. All electrical equipment must be portable appliance tested (PAT) and the Site Manager will require evidence of this.



# PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES TRUST



## LETTINGS – LOG OF HIRERS

<b>NAME OF HIRER</b>	<b>PURPOSE &amp; RISK ASSESSMENT SEEN AND DATE</b>	<b>EVIDENCE OF PUBLIC LIABILITY INSURANCE SIGNATURE AND DATE SEEN</b>	<b>LETTING POLICY AND APPENDICES ISSUED</b>	<b>CONDITION FOR HIRE SIGNED</b>	<b>KEYS GIVEN (Signed and dated)</b>	<b>KEYS RETURNED (Signed and dated)</b>