

AXE VALLEY ACADEMY

POLICY



Lettings Policy
Updated: November 2017

LETTINGS POLICY

- All initial requests must be made in writing using the Application for Hire.
- All enquiries and applications will be made via the Finance Officer at the Academy.
- Lettings will only be accepted on the official letting form laid out in **Appendix B**.
- All hirers of the Academy premises will be made aware of the hire costs, terms and conditions, including insurance requirements, before the hire and the Application for Hire Agreement signed.
- Hire charges will be reviewed annually by the Headteacher and Governors. The charges will cover any costs incurred, i.e. heat, lighting and caretaking.
- Hire Charges are laid out in **Appendix A**.
- All Hirers are bound by the terms and conditions of hire laid out in **Appendix C**.
- Hire of any additional equipment will be added as appropriate.
- All hirers are responsible for arranging their own public liability and employers' liability insurance (if employing staff). Hire of premises **will not** be authorised until a copy of the insurance document has been received by the Academy.

The following website provides information regarding insurance for events
www.eventsinsurance.co.uk

- An invoice will be raised promptly once the hire has taken place.

APPENDIX A

AXE VALLEY ACADEMY

LETTING CHARGES

AXE VALLEY ACADEMY LET CHARGES 2017/2018- PRIVATE USERS				
HALL	MON-FRI UP TO 8.00PM	WEEKENDS	BANK HOLIDAY	
CHARGE PRIVATE USERS 2 HOURS	£ 60.00	£ 70.00	£ 105.00	
CHARGE PRIVATE USER EXTRA HOUR	£ 30.00	£ 35.00	£ 52.50	
SPECIALIST ROOM	MON-FRI UP TO 8.00PM	SAT	B/H	
CHARGE PRIVATE USERS 2 HOURS	£ 60.00	£ 70.00	£ 105.00	
CHARGE PRIVATE USER EXTRA HOUR	£ 30.00	£ 35.00	£ 52.50	
CLASSROOM	MON-FRI UP TO 8.00PM	SAT	B/H	
CHARGE PRIVATE USERS 2 HOURS	£ 30.00	£ 50.00	£ 75.00	
CHARGE PRIVATE USER EXTRA HOUR	£ 15.00	£ 25.00	£ 737.50	
CONFERENCE CENTRE	MON-FRI UP TO 8.00PM	SAT	B/H	
CHARGE PRIVATE USERS 2 HOURS	£ 60.00	£ 70.00	£ 105.00	
CHARGE PRIVATE USER EXTRA HOUR	£ 30.00	£ 35.00	£ 52.50	
AXE VALLEY ACADEMY LET CHARGES 2017-2018 - DESIGNATED USERS				
HALL	MON-FRI UP TO 8.00PM	WEEKENDS	BANK HOLIDAY	
CHARGE DESIGNATED USERS 2 HOURS	£ 40.00	£ 50.00	£ 75.00	
CHARGE DESIGNATED USER EXTRA HOUR	£ 20.00	£ 25.00	£ 37.50	
SPECIALIST ROOM	MON-FRI UP TO 8.00PM	WEEKENDS	BANK HOLIDAY	
CHARGE DESIGNATED USERS 2 HOURS	£ 40.00	£ 50.00	£ 75.00	
CHARGE DESIGNATED USER EXTRA HOUR	£ 20.00	£ 25.00	£ 37.50	
CLASSROOM	MON-FRI UP TO 8.00PM	WEEKENDS	BANK HOLIDAY	
CHARGE DESIGNATED USERS 2 HOURS	£ 20.00	£ 40.00	£ 60.00	
CHARGE DESIGNATED USER EXTRA HOUR	£ 10.00	£ 20.00	£ 30.00	
CONFERENCE CENTRE	MON-FRI UP TO 8.00PM	WEEKENDS	BANK HOLIDAY	
CHARGE DESIGNATED USERS 2 HOURS	£ 40.00	£ 50.00	£ 75.00	
CHARGE DESIGNATED USER EXTRA HOUR	£ 20.00	£ 25.00	£ 37.50	

BASIC CHARGE - PRIVATE/DESIGNATED USERS

INCLUDES USE OF FLIPCHART/INTERACTIVE WHITEBOARD

ADDITIONAL CHARGES - PRIVATE/DESIGNATED USERS

COMPUTERS @ £6.00 PER SESSION PER MACHINE

ADDITIONAL CLEANING CHARGE £15.00

USE OF TECHNOLOGY EQUIPMENT £30.00 PER SESSION

TEA/COFFEE/BISCUITS £1.50 PER HEAD

BUFFET LUNCH AVAILABLE P.O.A.

APPENDIX B

AXE VALLEY ACADEMY - APPLICATION FOR HIRE

I hereby apply for the use of the facilities detailed below:

Club/Organisation: _____

Purpose of Hire _____

Accommodation required: _____

Date required: _____ Alternative Date: _____

Times: From: _____ To: _____

Approximate number of people: _____

Equipment/Furniture required: _____

Equipment, etc to be brought onto premises by Hirer (if any):

(any equipment brought in must have appropriate equipment test certificate ie PAT, LOLER etc)

Heating required: _____ [Yes/No]

Qualifications of Hirer (if relevant) see No 15 of Conditions of Hire:

Applicant's Name: _____

Address: _____

Telephone No: _____

Name and Address of person to invoice if different to above

Address: _____

Telephone No: _____

I have read and agree to be bound by the Conditions of Hire.

Signed in a personal capacity and on behalf of whose authority I have to bind them by signing this application.

Signed: _____

Date: _____

For office use only

Insurance documents received

Room Hired	No of hours	Rate	Total
Other (details)			
Invoice raised			
Payment Received			

APPENDIX C

LETTING OF EDUCATIONAL ESTABLISHMENT

CONDITIONS OF HIRE

1. In these conditions,
 - (a) “the establishment” means the Academy premises;
 - (b) “the Hirer” has the meaning defined at paragraphs 3 and 4 below;
 - (c) “the facilities” means the premises and/or equipment forming part of or belonging to the establishment which the Hirer has identified on his/her application form;
 - (d) “the responsible body” means the establishment’s governing body, its management committee or any other body charged with responsibility for the use of its premises by the community;
2. All applications for the hire of the facilities must be in writing on the printed form and must be received by the Academy 2 weeks prior to the date of the booking.
3. The person signing the application form shall be deemed to be the Hirer and must be over 18 years of age.
4. Where the Hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the applicant for any breach or non-observance of these conditions.
5. Should there be any default of payment by that club then the person signing the form shall be deemed personally liable.
6. The facilities will be used solely for the event described on the application form. If this booking relates to a regular and continuing booking this one undertaking shall be binding for all occasions when the facilities are used.
7. The Headteacher, or his/her representative, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
8. The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.
9. The behaviour of all persons attending at the establishment for this booking is the responsibility of the Hirer.
10. The responsible body shall not be liable for any loss or damage to any property arising out of the hire, nor any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the centre during the hiring, arising from any cause other than the negligence of the Authority, its servant or agent.
11. The Hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hiring however and by whomsoever caused, together with any additional expenses and/or consequential losses arising from the damage or loss.

12. Hirers are responsible for organising their own public liability insurance and employers' liability insurance (where appropriate) and must provide copies of the insurance documents at time of application. The Academy will not be responsible for any costs incurred by the hirer as a result of cancellation i.e. bad weather
13. The Hirer must familiarise himself/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.
14. The facilities must be clean and tidy and all equipment must be put back after use. If the facilities are not cleaned to the reasonable satisfaction of the caretaker the Hirer will be responsible for any payment necessary to have them cleaned and this sum will be added to the bill.
15. A qualified supervisor is present during all activities of a hazardous nature, i.e., karate, trampoline, gymnastics, swimming, judo or where the hiring organisation is a youth group.
16. The Hirer is solely responsible for the adequacy, suitability and safety of all equipment brought on to the facilities.
17. It is the sole responsibility of the Hirer to obtain any necessary licence for the sale of drinks for the performance of plays and similar productions and for the playing of pre-recorded music.
18. The Hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the facilities and to ensure that guests are restricted to the facilities and to the necessary means of access thereto.
19. It may be necessary for the establishment to cancel or postpone this hiring. In that event, the responsible body shall not be liable for any consequential loss that the hiring party may sustain.
20. The responsible body reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case.
21. Authority to accept or decline or postpone a booking shall rest with the Headteacher of the establishment or his/her representative whose decision shall be final.
22. The caretaker will be present to unlock the premises at the beginning of the hire and will lock up at the end. He/she will not be available during the period of the hire except for emergencies and if required there will be an additional charge.
23. Payment must be made within 14 days of the receipt of the invoice. If the hire is for a regular let the Academy will invoice the hirer on a term basis in advance.
24. Cancellation Fee – 48 hours notice of cancellation of a booking is required, otherwise a charge will be levied.
25. The Headteacher has the discretion of flexibility to give new/disadvantaged or charitable groups an introductory period or revision of charges accordingly.
26. No equipment belonging to the Academy may be used unless agreed in advance of the booking ie PCs/projectors.
27. If there are any Complaints/Concerns then the Academy complaints procedure must be followed.