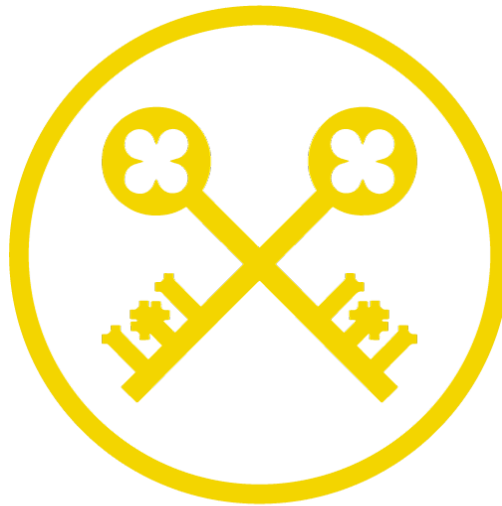




Lettings Policy



St Peter's C of E Academy

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1. Introduction

The Diocese of Bristol Academies Trust (DBAT) is a multi-academy trust with a faith designation and a Christian religious ethos that is both distinctive and inclusive. Distinctive in the sense that all decisions about the nature and purpose of the Academy are taken through the lens of Christian values, inclusive in the sense that all students and staff are equally valued for their uniqueness in the eyes of God and their belonging to the school community.

2. Ethos statement

Vision

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England’s Vision for Education 2016, “Deeply Christian, Serving the Common Good”, which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

Purpose

To provide high quality education enabling young people to flourish and grow: spiritually, in love and in understanding.

3. Scope/ aims

This document sets out the policy and procedures for letting the facilities of DBAT Academies. The Board of Trustees recognises the role of each DBAT Academy within their local community and welcomes the use of Academy premises for a variety of community and leisure purposes. The Board of Trustees also encourages the letting of Academy facilities to commercial or other organisations, where appropriate, to generate income into the Trust's budget.

4. Definitions

Strategic Management

The Academy Council, together with the Headteacher, Senior Administrator and Site Manager in conjunction with the DBAT Commercial Manager and Estates and Facilities Directorate, will take responsibility for:

- Marketing of the Academy facilities available to hire
- Out of hours health & safety and safeguarding
- Setting and regularly reviewing charges for letting the Academy's facilities and determining the times when the facilities can be used
- Ensuring lettings are consistent with the ethos of the Academy and the Trust
- Monitoring the use of the facilities and reporting to Main Board on the use and viability of lettings

Operational Management

Operational day to day management of lettings will be carried out by the Senior Administration Manager and Site Manager.

The Senior Administration Manager will be responsible for taking bookings and arranging payment via School Hire or the school's payment platform.

The Senior Administrator will prepare regular detailed reports on Lettings for the Head.

5. Lettings information

5.1 Facilities for Hire

The facilities available for hire are those set out in Appendix 1. All users must agree to meet the Terms and Conditions of Use as detailed on the booking form and at Appendix 4.

5.2 Times available for Use

The times when facilities are available for use are as set out in Appendix 1. In particular circumstances it may be possible by special arrangement to use facilities outside these times.

5.3 Hire Charges

The Hire Charges are based on a standard charge to cover the cost of heating, lighting, staffing and administration of the booking with a small element of profit. The Head, in conjunction with the Commercial Manager, has discretion to charge at cost only in exceptional circumstances. A list of charges for each facility available to hire is provided in Appendix 2.

6. Application process

Those wishing to hire the premises should complete Appendix 3 of this Policy and read the terms and conditions of hire set out in Appendix 4.

When complete, the hirer should sign the hire request form and submit it to the School Office. Approval of the request will be determined by the Head.

If the request is approved, details will be given to the hirer of how to submit payment and make arrangements for the date(s) and time(s) in question. Details of the emergency evacuation procedures and other relevant health and safety documents will be sent to the hirer. The hirer will also need to provide proof of their public liability insurance.

The Head reserves the right to decline any applications at their absolute discretion, in particular where the organisation does not uphold the values of the Academy, or reputational damage may occur.

7. Hirer's Terms and Conditions

These are set out in Appendix 4 and all Hirers must sign to indicate agreement to adhere to these Terms and Conditions. Where there is a breach of these all future bookings may be cancelled and in some circumstances the Hirer may be asked to vacate the building immediately, at the discretion of the Head.

8. Payment and deposits

Full payment is required at least 7 days before the commencement of the letting. Frequent users who wish to pay in instalments may request this although there may be an additional fee for this. Payment can be made through School Hire or the school's payment platform.

A Security Deposit will be charged at the time of booking. This is to cover any expenses the letting causes the Academy such as the need to make good damage caused to the facilities or equipment during the letting, additional cleaning costs or late departure from the premises resulting in additional staff costs. After a reasonable amount deducted by the School to cover such costs, the balance will be returned to the hirer within 28 days of the completion of the letting. Frequent users will only be asked to pay a deposit once and this will be retained until their final letting has been completed.

9. Our Ethos and Values

As identified at the opening of this policy, our structure and approach here is underpinned by our Christian ethos and values, focused on an ethos that is both distinctive and inclusive.

In our adoption and subsequent adaptation of this policy we have asked ourselves two clear questions: “Is this policy and practice underpinned by our vision and values?” and “What is the impact of our vision and values on those subject to the policy?”. This is a key focus of our ongoing development of policy and practice.

Appendix 1: Facilities available for Hire

Area of school	Max capacity	Times available	Possible activities
Sports Hall	207	<i>Weekdays 3.15pm – 9.00pm 9.00 am – 5.00 pm Saturdays Term time only</i>	Sports Events Exercise Classes
School Field		<i>Weekdays 3.45pm – 9.00pm 9.00 am – 5.00 pm Saturdays Term time only</i>	Sports Events

Appendix 2: Charges

Main Hall £35 per hour (£170 Daily Rate)

Reduced rate of £25 per hour for long term lettings

Contact telephone no (office hours)

.....

Applicant's Primary Contact email address

.....

I will ensure that the Hirer's Terms & Conditions and all Facility Specific rules are fully observed and performed. I understand that failure to comply with any of these by any of our users may result in the immediate termination of the session.

Signature of applicant **Date**.....

Public Liability Insurance Certificated attached
(If the answer is No – I am fully aware that any claim due to injury or damage to property may be claimed against me/my company)

YES/NO (delete as appropriate)

Safeguarding / Child Protection / Vulnerable Adults policies / procedures attached (if applicable)

YES/NO (delete as appropriate)

Training Certificate(s) attached (if appropriate)

YES/NO (delete as appropriate)

Do you have any additional requirements/equipment you would like to discuss?
YES/NO (delete as appropriate)

If Yes, please give details:

History of most recent policy changes and review period

Date	Page	Change(s) made	Origin of Change (e.g. TU request, change in legislation)
February 2018	Whole document	First drafted	No existing policy – policy required
March 2020	Whole document	Revised	Change in Trust set-up
March 2023	Whole document	Payment systems updated Responsibility with Head rather than Academy Council Revised to have standard charges agreed with Head and Commercial Manager Application process updated Disclaimed added if no Public Liability Certificate is available 3.4 (vi) Regulations updated 17.1 Safeguarding update Change of terminology: Board of Trustees	Centralisation changes

Policy Owner	Finance Directorate
Date Adopted	March 2018
Latest Review Date	March 2023
Next Review Date	January 2024
Level	Level 2
<i>DBAT Policy levels:</i>	
LEVEL 1	DBAT policy for adoption (no changes can be made by the Academy Council; the Academy Council must adopt the policy)
LEVEL 2	DBAT policy for adoption and local approval, with areas for the Academy to update regarding local practice (the main body of the policy cannot be changed)
LEVEL 3	DBAT model policy that the Academy can adopt if it wishes
LEVEL 4	Local policy to be approved by the Academy Council