
HOLYROOD

— ACADEMY —



POLICY

Lettings Policy

Approved by the Local Governing Committee: September 2021

Review Date: September 2023

HOLYROOD ACADEMY

LETTINGS POLICY

Please note: This policy covers the booking of non-sport and fitness facilities at Holyrood Academy. Any enquiries regarding the booking of the sports and fitness facilities are managed by Lifestyle Fitness (Chard) and they can be contacted at lifestylefitness@holyroodacademy.com or 01460200486

- All initial requests must be made in writing using the Application for Hire form in **Appendix B**
- All enquiries and applications should be made via the Academy Site office at hpremises@educ.somerset.gov.uk
- 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 in consultation with the Trust Director of Finance and Resources. 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 covered by the Academy insurance. All Hirers must ensure that they adhere to the terms of conditions to Hire at all times
- Invoices will be raised in advance of the hire, and payment terms are 14 days.
- Where the Academy is hiring out the Academy facilities/premises to organisations or individual we have a responsibility to ensure that appropriate arrangements are in place to keep children safe, as laid down in [Keeping Children Safe in Education 2021 \(section 155\)](#).
Therefore, where a hire is to organisations, providing community or extra curriculum activities to children, we will require information regarding the safeguarding lead for the organisation and reassurance that safeguarding, and child protection policies and procedures are in place and the Academy may inspect these if deemed necessary

APPENDIX A**HOLYROOD ACADEMY**
LETTING CHARGES

| <u>ROOM/AREA</u> | |
|---|----------------------|
| MAIN HALL | £20.00 PER HOUR |
| KITCHEN WITH HALL LETTING | Price on application |
| CLASSROOM | £10.00 PER HOUR |
| SPECIALIST CLASSROOM – Music, IT, DT, Art | £15.00 PER HOUR |
| DRAMA STUDIO | £15.00 PER HOUR |
| LOWER SITE HALL | £15.00 PER HOUR |
| SIXTH FORM COMMON ROOM | £15.00 PER HOUR |
| LEARNING CENTRE | £20.00 PER HOUR |

Notes

1. All prices are exclusive of VAT where applicable
2. Setting up and dismantling time must be allowed for within the time booked
3. Commercial rates are available on request

HOLYROOD ACADEMY - APPLICATION FOR HIRE

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

Club/Organisation: _____

Purpose of Hire _____

Accommodation required: _____

Dates required: From _____ To: _____

Day(s) required : _____

Times: From: _____ To: _____

(Please ensure time booked allows for setting up and dismantling time)

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 i.e. 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: _____

Does the organisation provide community or extracurricular activities to children _____ Yes/No _____

If Yes, please provide the name and phone number for the Safeguarding Lead for the organisation

_____ Contact number _____

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: _____

Position within the club: _____

Date: _____

For office use only

| Area Hired | No of hours | Rate | Total |
|------------------|-------------|------|-------|
| | | | |
| | | | |
| Other (details) | | | |
| | | | |
| Invoice raised | | | |
| Payment Received | | | |

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. In line with keeping Children Safe in Education (2021), if the hiring group involves children under the age of 18, then the Academy will need to know the name of the Safeguarding Lead for the organisation and also can request a copy of the safeguarding policy for the organisation at any time.
11. 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.

12. The Hirer shall be responsible for all damage or loss to any fixtures, fittings, 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.
13. Hirers will be covered under the Academy public liability insurance. However, we would recommend that any instructors/coaches should have their own personal liability insurance. The Academy will not be responsible for any costs incurred by the hirer as a result of cancellation i.e., bad weather
14. 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.
15. The Hirer is responsible for ensuring that Government guidelines with regard to COVID-19 are being followed at all times.
16. 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.
17. 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.
18. The Hirer is solely responsible for the adequacy, suitability and safety of all equipment brought on to the facilities.
19. 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.
20. 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.
21. 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.
22. The responsible body reserves the right to vary these conditions at any time without notice or to make special arrangements in any particular case.
23. 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.
24. 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
25. 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
26. Cancellation Fee – 48 hours' notice of cancellation of a booking is required, otherwise a charge will be levied
27. The Headteacher has the discretion of flexibility to give new/disadvantaged or charitable groups an introductory period or revision of charges accordingly
28. No equipment belonging to the Academy may be used unless agreed in advance of the booking i.e., PCs/projectors

29. Please note that the Academy uses CCTV across the site and by signing this agreement you agree to the monitoring of areas during or after the period of hire.
30. If there are any Complaints/Concerns, then the Academy complaints procedure must be followed