



Letting and Use of Academy Premises Policy

Policy Agreement Date: December 2015

Policy Review Date: December 2017

RAISING ASPIRATIONS. TRANSFORMING LIVES.

ACADEMY LETTINGS POLICY

AIM OF THE ACADEMY

The Academy aims for the highest achievement for all, providing a welcoming, imaginative and creative environment, which enriches the lives of all involved, where people are valued and make positive contributions to the school community, and where students go on to become responsible, independent members of society.

PRINCIPLES

The Governing Body regards the academy's buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the academy in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

The academy's delegated budget (which is provided for the education of its students) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the Academy in respect of any lettings of the premises. As a minimum, the actual cost to the academy of any use of the premises by an outside organisation must be reimbursed to the academy's budget.

PURPOSES

- To provide clear guidance on lettings and the hire of the academy premises and equipment
- To enable community and lifelong learning access to the academy site and premises
- To promote the use of the academy's facilities by the wider community
- To safeguard the interests of the Academy
- To ensure that the out of hours use of the academy site is not subsidised by the academy budget and is sustainable

GUIDELINES

Definition of a Letting

A letting may be defined as “any use of the academy premises (buildings and grounds) by either a community group

(such as a local music group or football team), an individual or group of individuals, or a commercial organisation

(such as the local branch of ‘Weight Watchers’)”. A letting must not interfere with the primary activity of the academy, which is to provide a high standard of education for all its students.

Use of the premises for activities such as staff meetings, parents’ meetings, Governing Body meetings and extracurricular activities of students supervised by academy staff, fall within the corporate life of the academy. Costs arising from these uses are therefore a legitimate charge against the academy’s delegated budget.

Charges for a Letting

The Finance Director is responsible for setting charges for the letting of the academy premises either directly or via any delegated lettings management agreement. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning, reception) - including “on-costs”;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of academy equipment (if applicable);
- Profit element (if appropriate).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

Where a lettings management partner is not used, The specific charge levied will be reviewed annually, during Term 3, for implementation from the beginning of the next financial year, with effect from 1st September of that year. Current charges will be provided in advance of any letting being agreed.

VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances). For specific lettings, clarification will be sought from HMRC the Finance Officer Tony Desorh (Tel: 01753 214440).

Management and Administration of Lettings

The Principal and Finance Director are responsible overall for the management of lettings, in accordance with the Governing Body's policy.

The Principal may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Principal has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors, who is empowered to determine the issue on behalf of the Governing Body.

The Administrative Process

The Finance Director shall ensure that a Lettings Agreement is completed by the Hirer. Hirers will also be issued with a copy of the terms and conditions, including details of safety requirements and fire procedures. The Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All amounts received by the academy's lettings will be paid into the academy's individual bank account, in order to offset the costs of services, staffing etc (which are funded from the academy's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

Public Liability and Accidental Damage Insurance

The hirer will be required to confirm that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details). The lettings partner will also be required to maintain its own adequate public liability and hirer's liability insurance and provide a copy of this to the Academy annually.