



Holbrook Academy

LETTINGS POLICY

March 2017

Date Approved	27 th March 2017 Finance & Personnel Committee
Date Signed	Joanna Hazlewood (Chair of Finance & Personnel Committee)
Minuted	27 th March 2017
Date of Next Review	Spring 2018

Holbrook Academy is an integral part of the local community and is keen to see that the premises are used for the benefit of the whole local community. The education of children is the prime purpose of the Academy, however, we believe education is a life-long process which should be open and accessible to all. This guidance outlines the policy of the Academy with regard to lettings.

1. Availability

Holbrook Academy's educational buildings (main hall, LRC, old gym, Drama Studio, etc) are generally available for public use when not required by the Academy. The Headteacher of Holbrook Academy is responsible for all aspects of school and public use.

Use of the premises and facilities is subject to various terms, conditions, regulations and charges being met by the Hirer. The Academy reserves the right to refuse or withdraw any agreements, contracts or offers of use.

2. Applications to Hire Facilities

All bookings are dealt with by the Sports Centre reception (01473 328015) on behalf of the Academy. Single and block bookings should be made at least two weeks before the proposed date of use, using the Lettings Application form (Appendix A).

Applications will be considered taking into account considerations such as public safety, legislation and condition of facility required. The Academy reserves the right to alter prices accordingly, dependant on any additional or specific requirements of the Hirer.

A copy of the Academy's Terms and Conditions of Hire is attached the Lettings Application form and must be signed and returned by the hirer for all bookings.

3. General Conditions

3.1 Cancellations

- a) Full or part cancellations should be made at least 48hrs before the proposed use; failing which the Hirer will be liable for the full charge. It should be noted that for block bookings (six or more sessions), any such cancellation may incur a loss of allocated discount.
- b) In exceptional circumstances it may be necessary for the Academy to cancel a booking. In this event, as much notice as possible will be given. Should the Academy cancel your booking, we will undertake to offer you an alternative date, location or refund.
- c) Holbrook Academy will accept no liability in respect of commitment costs incurred by the Hirer due to such cancellations.

3.2 Charges

- a) Lettings fees and charges will be reviewed annually. For current prices, please refer to Appendix B. Any price increases will take effect from 1st September annually. However, we reserve the right to alter charges accordingly, subject to external market forces or changes to our costs.

- b) All fees will be invoiced termly in advance and should be settled within 14 days of the invoice date. Any exceptions to this invoicing method must be approved by the Finance Manager of Holbrook Academy at the time of booking.

3.3 Insurance

- a) The Hirer shall indemnify the Academy against any claim for injury, loss, or damage to property (real or personal) whether belonging to the Academy or any other individual, by the negligence of any other persons using the premises.
- b) Organisations need to ensure they have adequate public liability insurance. They should also consider whether staff and helpers should be protected by personal accident insurance/ employer's liability.

3.4 Cleaning

The Hirer is responsible for ensuring that the premises are left in a clean and tidy condition, including the replacement of any furniture that may have been removed. Any additional expense incurred by the Academy in moving of furniture or extra cleaning that may be necessary in returning the facility to a satisfactory state shall be charged to the Hirer.

3.5 Licences

The Academy will not be responsible for the licensing requirements of Hirers. Those intending to use the facility for hosting parties or entertainment of any kind, must satisfy the Academy that the correct licence is held, for example, a "Temporary Events Notice".

4. Use of Facilities

- 4.1 The Hirer will be responsible for ensuring the correct and proper use of those facilities let to the Hirer, and must take responsibility to ensure that there is no damage to the premises or property of the Academy. The Hirer will be liable for making good any damage or loss by the school, other than that attributable to 'fair wear and tear'. Under no circumstances should the Hirer attempt to make any alterations to the fabric of the buildings or Academy equipment/property.
- 4.2 The Hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of overcrowding or to impede safe and effective escape from the premises in an emergency.
- 4.3 The Hirer may only use that part of the facilities that they have hired and the general public areas (i.e. reception, toilets and showers). The users are not entitled to enter, or to use the facilities outside their agreed timings. Users must abide by any instructions given by the Academy staff with regard to their use.
- 4.4 The Hirer is responsible for ensuring that good order is kept while on the premises, including those areas considered to be school grounds. This includes the approaches to the Sports Centre, and its various exits. The Academy retains the right to:
- Have a representative at any function or activity;
 - Inspect proceedings at any time; and
 - Put a stop to any activity, meeting or entertainment that does not comply with the agreement or is not being conducted in a proper and reasonable fashion.

- 4.5 All Hirers should acquaint themselves with the fire and safety regulations, a copy of which is available from Sports Centre, and should be aware of procedures in event of an emergency. In the event of an emergency, the assembly point is in the Sports Centre car park. The Hirer is responsible for ensuring that everyone under their control is accounted and for confirming this to the Sports Centre staff.
- 4.6 Parking is at the owners own risk. All Hirers should ensure that their vehicles are parked in the marked bays to allow emergency access at all times.
- 4.7 A limited First Aid facility is available in the Sports Centre; hirers conducting physically demanding or contact sports should make provision relevant to the sport they are undertaking and provide trained personnel accordingly.

5. Safeguarding and Child Protection

Hirers who are using the Academy premises to provide activities for young people aged 16 and under must provide the Academy with a copy of their Safeguarding and Child Protection Policy. Hirers are reminded that Academy facilities may be used for a range of activities with users arriving and leaving at varying times. Hirers are responsible for the safeguarding of all young people for whom they are providing activities while those young people are on Academy premises. It is recommended that all young people are met at Reception, escorted to their activity, and returned to Reception at the end of the activity for collection by their parents or carers.

The entire premises and school site is a no smoking area.

Appendix A

LETTINGS APPLICATION FORM

LETTING NO.....

Note to applicant: Before completing this form, please carefully read the terms and conditions of letting.
Return completed forms to: **Sports Centre Reception, Holbrook Academy, Ipswich Road, Holbrook, Ipswich, IP9 2QX.**

Accommodation / Facilities Required	Purpose of hire	Day of week	Dates required		Times required *	
			From	To	From	To
* Please indicate times allowing for setting up and departure from the site.			Consecutive lets (10 lets or more)? YES / NO			
<p>Special Requirements: Please specify details</p> <p>Parking?</p> <p>Please indicate if you wish the letting to continue through the Academy holidays: YES / NO</p> <p>Hirers using the facilities for commercial or business use, or for meetings organised by political parties must provide proof of adequate insurance to the Academy.</p>						
<p>Name of applicant.....</p> <p>Telephone No. (Office hours)</p> <p>Email</p> <p>Full postal address</p> <p>Address.....</p> <p>Name of organisation</p> <p>Details organisation.....</p> <p>Is the organisation a Registered Charity? YES / NO</p> <p>If YES state registration number.....</p> <p>I personally agree to be responsible for the fees charged in respect of this letting. I have read the terms and conditions of letting, and will observe them.</p>						
Signature of applicant:			Date:			
Payment details (to be completed by the Academy)			Premises Manager informed			
Deposit paid			Insurance checked and copied			
Balance paid						
Security Deposit paid			Licences checked and copied			

Appendix B

Lettings Charges at 1st September 2016

School Hall:

- 1 hour £15
- 1 hour 15 minutes £18.75
- 1 hour 30 minutes £22.50

Old Gym:

- 1 hour £10
- 1 hour 15 minutes £12.50
- 1 hour 30 minutes £15.00

LRC (Learning Resource Centre)

- 1 hour £10

A block booking discount of 10% is available on request (six or more bookings).