



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

LETTINGS POLICY

SLT responsible:	Sue Wilkinson
Last reviewed:	June 2018
Ratified by Governors:	11 July 2018

Hailsham Community College (Academy Trust) Letting Policy

Scheme of Delegation

The Governors delegate responsibility for lettings to the Principal and to the Business Manager.

The Lettings Administrative Assistant, Finance Office and Site Manager shall be responsible for the day to day operation of all lettings at the Academy.

They will receive requests, prepare quotes, arrange bookings, issue and receive letting forms, monitor the lets, send invoices, receive payments and record them with the Paid Stamp on the copy invoice.

Procedures

Any requests are dealt with in the first instance by the Lettings Administrative Assistant. Further assistance may be sought from the Business Manager or Principal.

- ❑ Upon request a sequentially numbered letting form and terms and conditions are issued to the potential hirer.
- ❑ The letting form number and name of hirer are recorded within the blank letting form file.
- ❑ Hirers should complete part A of the letting form. The period of the let must include sufficient time for setting up and clearing up. A minimum of 15 minutes before and after the activity time should be allowed. **Exceeding the time that has been booked for the letting will incur additional charges.**
- ❑ Upon return of the signed letting form a charge is calculated, if the proposed use of facilities is acceptable to the college. Discounts, if applicable, must be approved by the Business Manager.

A 'No Smoking' policy operates on the college site, this includes all outside areas.

Dogs and other pets are not permitted on any part of the college site, unless a registered guide dog or assistance dog.

Hirers must ensure that the conditions of the Wealden District Council License for Public Performances are adhered to.

Hirers must ensure that the academy is made aware of any potential accessibility issues at the time the application is made.

Scale of Charges

- ❑ Hiring of facilities by HCC staff for the sole benefit of HCC students is free. Such events should be organised to minimise the cost to the college.
- ❑ Charges for the hiring of internal facilities by external organisations will be based upon:
 - Caretaking £15.00 for the first hour of hire
£10.00 per hour thereafter
 - Room £15.00 per hour

Assembly Hall, Dining Hall, Gym, Drama Studio, Learning Resource Centre, 6th Centre Ground Floor are charged at two room rate.

1. Stage lighting £30.00 per hour
2. Piano £12.50 per hour

- ❑ Charges for the hiring of external facilities by external organisations will be based upon:
 - Caretaking Two hours will normally be charged @ £15/hr.
College may charge for full period of hire.
 - Cricket strip £60.00 per match
 - Playing field £30.00 per hour for first two hours, £5.00 per hour thereafter
 - Playground/Car Park £30.00 per hour for first two hours, £5.00 per hour thereafter
 - Tennis Court £7.00 per court per hour
- ❑ Sunday and Bank Holiday bookings are 33% more than the caretaking charges above.

Principles and charges for allocation the hire of the Sports Hall and All Weather facilities.

Initial priority will be given to supporting clubs and activities which specifically enhance sport development within the Hailsham area.

Bookings will be on a four month basis starting in September.

Review of bookings at the end of each period will take place to allow access by seasonal sports.

Provisional bookings for the following period should be to the College by the end of September, January and May.

Notification of allocation will aim to be given by end of the following month.

Use of equipment is not included in the facility hire rate and will incur an additional charge.

Letting Period	Date for receipt of request	Date for notification of agreement
September to December	31 st May	30 th June
January to April	30 th September	31 st October
May to August	31 st January	28 th February

Costs: - September 2018

- Sports Hall £40 per hour
- Dance Studio £25 per hour
- All Weather £40 per hour

Discounts:

Clubs offering junior development via a written development plan to HCC students (11-16 years, minimum 25% of club membership) through their normal booked sessions will be eligible to a 10% discount. Development plan must be submitted with the letting application. No discount shall apply from September 2014.

Clubs providing specific sole activities for disabled or vulnerable groups will be eligible to a 25% discount.

Only one discount will apply.

Hire of Equipment:

- Goals - £2.50 per hour
- Cricket Net/Mats - £5.00 per hour

Storage of Equipment:

The hiring agreement does NOT include storage space for club equipment. If space is required this must be negotiated separately. If storage space is allocated the hirer must ensure that equipment is stored so as to maximise the use of available space and minimise the impact on curriculum usage. A charge will be made for storage at a rate of **£5.00 per month.**

Condition of facilities:

Attention is drawn to the terms and conditions stated on the reverse of the letting form. In particular points four, five and six:

4. Hirers are absolutely responsible for the conduct of, and any damage caused by, any person on the premises during the duration of the hiring. Arrangements must therefore be made to prevent unauthorised entry and to ensure adequate supervision.
5. Hirers must agree with the duty staff the condition of the facility at the start of the letting period. Hirers are responsible for returning the facility to its original state as at the start of hiring. Failure to comply will result in additional charges being made.
6. Hirers must ensure that they have a suitable safeguarding policy that should be provided to the college on request and adhered to at all times. Regular hirers must also attend annual safeguarding briefings provided by the college. Hirers may also be requested to complete a College safeguarding declaration.

Certain charges are subject to current VAT rate

- Charges for rooms are exempt from VAT
- The following special or additional facilities are subject to VAT
 - Hire charges for equipment
 - Caretakers overtime
 - Sports facilities except under the following circumstances:

- ◆ The let is for a continuous period of use exceeding 24 hours, or
The let is for a series of ten or more periods, whether or not exceeding 24 hours **AND ALL** of the following conditions are met:
 - each period is in respect of the same activity carried on at the same place
 - the interval between each period is not less than one day and not more than fourteen days
 - payment is in reference to the whole series of lets and is evidenced by written agreement
 - the hirer has exclusive use of the facilities
 - the hirer is a school, an association, a club or an organisation representing affiliated clubs or constituent associations.

Upon receipt of the letting request:

- The signature of the site manager is obtained.
- A delegated person gives an approval signature.
- The letting number is recorded on the lettings database under the appropriate facility.
- The original letting form is filed under the month of let in the lettings folder
- A copy of the letting form and emergency evacuation procedure are sent to the Hirer, with an invoice for the complete period to be paid within 60 days. This will reduce to 30 days from May 2014.
- Upon completion of the let an invoice for additional time will be raised or a credit note issued where applicable.

Child Protection and the Prevent Duty

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.

All hirers must state the purpose of the hire. Each application will be vetted and any concerns will be reported to the Business Manager and/or Principal prior to approval. Regular hirers will be expected to attend an annual safeguarding briefing provided by the college.

If a hire take place or starts whilst students are still on site, hirers must provide evidence that safeguarding checks have been carried out on all staff and volunteers.

When determining whether to approve an application, the Business Manager and/or Principal will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff

- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Principal, balanced or outweighed by freedom of expression or artistic merit).

The Business Manager will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact relevant authorities who will remove the person or group from school premises.

Named Staff:

Principal	Mr P Matthews
Business Manager	Mrs S Wilkinson
Lettings Administrative Assistant	Mrs G Grimsey
Finance Office	Mrs T Barker/Mrs M Wright
Site Manager	Mr M Colman

Appendix:
 Lettings form
 Sports Hall Duty Staff Check List