



Education Premises and Lettings Policy

Hire of Education Premises:

1. Objectives

- 1.1. To make our facilities available to the wider community when they are not being used for teaching purposes.
- 1.2. To assist in the development of community links with the surrounding area.
- 1.3. To generate additional income that will be reinvested in the School.
- 1.4. To deliver all events and bookings with a high level of professionalism to further support the positive reputation of the School.

2. Guiding Principals

- 2.1. Facilities will normally be made available for hire by the local community out of school hours, 4pm-9pm weekdays and 9am-6pm at weekends. Daytime during the school holidays and other times during the holidays by special arrangement when school events are not taking place.
- 2.2. The school aims to provide good quality facilities for the community whilst obtaining the maximum realistic income.
- 2.3. School use of the facilities during normal lettings periods (see 2.1 above) takes precedence, but this must be carefully managed and communicated with as much advance notice as possible to retain positive relationships with those making regular bookings. If a booking is cancelled, a full refund will be given.

3. Attracting, Handling and Retaining new Bookings

- 3.1. It is the responsibility of the Lettings & Events Team (to discuss with the potential hirer the event (s) they would like to hold on school premises.
- 3.2. The Lettings & Events Team will provide all lettings literature – request to hire form and conditions of hire pack.
- 3.3. The enquiry and approval process is straightforward:
 - All potential new customers will be given a request to hire form and a conditions of hire pack
 - The request form needs to be completed by the customer and returned to the main office
 - Consideration is then given by the Academy on suitability and facility availability is also checked at this stage
 - The Lettings & Events Team is responsible for communicating with the hirer if the proposed booking is acceptable or not
- 3.4. The Lettings & Events Team is then responsible for:
 - Ensuring the hirer accepts the hire charge and conditions of hire
 - Ensuring the customer is added to the Lettings system
 - Ensuring the Lettings & Events Team have copies of the request to hire form to enable invoices to be raised
 - Communicate details of the new booking to all relevant parties within the school (including the Facilities staff, security staff, HOF, whose rooms maybe required for hire)

- 3.5. On-going queries from existing customers will be handled by the Lettings & Events Team. If the query is straightforward then it will be resolved immediately with the customer. If the query is of a more complex nature the Academy will discuss and agree a recommended course of action agreed by the Headteacher.
- 3.6. The Lettings & Events Team will write to all existing customers at least once a year, to ask them to complete an up-to-date request to hire form and to ensure that they have a copy of our most recent conditions of hire pack.

4. Charging & Collection

- 4.1. The hire charges are reviewed annually in April and approved by the Academy Council. Any changes will take effect from the following September.
- 4.2. Payment will normally be requested a month in advance. The Deputy Business and Finance Manager is delegated responsibility for collecting such payments, and for informing the Lettings & Events Team to withhold future bookings if invoices have not been settled.
- 4.3. The letting of rooms for non-sporting events is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

VAT will not be charged when a sporting facility meets all of the following criteria:

- Is the hire for a block booking of 10 or more sessions within 3 calendar months by the same organisation for the same purpose over a period of time
- The hirer has exclusive use of the facilities for the period
- The period between lettings is more than 1 day but less than 14 days
- Payment is made in respect of the whole series (either in advance or in instalments)
- There must be evidence that the payment is made in full for the series whether or not the right to use the facility for a particular session is exercised
- Provision for a refund in the event of unforeseen non-availability would not break the conditions above, but provision for a refund in other circumstances would
- That the club or group is affiliated to an organisation

- 4.4. The school should be made aware at the earliest possible point of any cancellation, postponement or partial cancellation, in the first instance verbally and then confirmed in writing. The school reserves the right to make the following charges:

<u>Notice Period</u>		<u>Charge</u>
4-8 weeks prior to event	=	33% of hire charges
1-4 weeks prior to event	=	50% of hire charges
Less than 1 week prior to event	=	75% of hire charges

5. Supporting Information

- 5.1. All current rules for the use of the facilities by external customers are detailed in the conditions of hire document.
- 5.2. It is vital to maintain a record of all facility usage, internal or external, after 4pm on weeknights, over weekends and school holidays. All users will therefore be asked to complete a request to hire form, which must be handed into the Lettings & Events Team, who will co-ordinate the diary to prevent double-booking, and to ensure that the activity is communicated to the Site manager, Security team and Finance department.
- 5.3. The minimum booking period is 1 hour.
- 5.4. The Deputy Business and Finance Manager will ensure that details of lettings customers are held securely and not published, except for basic contact details of event organisers which should be available for the security team.