



St Alban's Academy

## **Lettings Policy**

### **Introduction**

The Local Governing Body controls the use of the Academy premises both during and outside operating hours. They regard the Academy buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use.

The Local Governing Body welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. The Local Governing Body acknowledges that extended services, including community services, support and compliment the main teaching and learning activity within the Academy and contribute towards raising standards. However, we would ask that partners, understand that schools, by their very nature, may be more constrained than many other organisations in responding to letting requests.

A charge will normally 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 must be reimbursed to the budget where those activities are not directly aimed at raising pupil attainment and achievement.

### **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), or a commercial organisation (such as a local branch of 'weightwatchers')*

A letting must not interfere with the primary activity of the Academy, which is to provide a high standard teaching and learning environment for all of its students.

Lease arrangements and Partnership Agreements are subject of separate policy guidance.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings, out of hours learning/study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the Academy. Costs arising from these are therefore a legitimate charge against the delegated budget.

### **Charges for a Letting**

The Local Governing Body is responsible for setting the charges for the letting of the school premises.

A charge may be levied in order to cover the following:

- . Cost of services including heating and lighting.
- . Costs of staffing (additional security, caretaking and cleaning)
- . Cost of administration
- . Cost of 'wear and tear'
- . Cost of insurance
- . Cost of use of Academy equipment (if applicable)
- . Profit element

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

A specific charge levied for each letting will be reviewed no less than annually by the Local Governing Body (or as delegated by committee determination). This review will preferably take place during the

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spring term for implementation from the beginning of the next financial year, with effect from 1<sup>st</sup> April of that year. Current charges will be provided in advance of any letting being agreed. A charging tariff may be established to ensure that access is affordable for particular individuals and groups.

### **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 to this under certain circumstances). VAT Notice 742 explains these in detail.

### **Management and Administration of Lettings**

The Principal is responsible 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 (e.g Finance & Resources Director), 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, s/he will consult with the Chair of the Local Governing Body (or Chair of a Local Governing Body Committee which has been given delegated authority to determine the issue on behalf of the Local Governing Body).

### **The Administrative Process**

Organisations seeking to hire the Academy premises should approach the Principal (or other delegated member of staff) who will identify their requirements and clarify the facilities available. An Initial Request Form) (a copy of which is attached to this Policy) should be completed at this stage. The Local Governing Body has the right to refuse an application, and interested parties should be advised that 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.

Once a letting has been approved by (or on behalf of) the Local Governing Body, a letter of confirmation will be sent to the hirer, setting out the details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The letting should not take place until the signed agreement has been returned to the Academy. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Local Governing Body's current scale of charges.

Payment is to be made in advance of the commencement of the letting (unless prior agreement has been reached say for a community let where the letting charge is to be recouped by subscriptions). 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 lettings fees which are received by the Academy, will be paid into the Academy bank account, in order to offset the costs of services, staffing etc (which are funded by the Academy delegated budget). Income and expenditure associated with lettings will be regularly monitored and reported by the Local Governing Body.

### **Public Liability and Accidental Damage Insurance**

As an alternative to asking each organisation to separately arrange public liability and accidental damage insurance (see terms and conditions), it is possible for the Local Governing Body to take out a single policy covering all lettings, and recoup the cost of insurance via the letting fees which is charged to individual hirers.

### **Child Protection**

ANY Organisation submitting a lettings request involving working with children and/or young people, or using the premises at times when the school may be engaged in teaching activities when pupils are on the premises, MUST submit to the school a signed copy of their current Child Protection Policy.

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### Pricing Structure from 1/4/2016

(All prices quoted are per hour excluding VAT)

Rooms For Hire	Charges from 1/4/16	
	Adults per hour	Juniors per hour
SPORTS HALL	£33.00	£22.00
Badminton courts	£7.50	£5.00
Main Hall	£33.00	£22.00
Small Meeting Room	£16.50	£16.50
COMMUNITY ROOM	£30.00	£30.00
3G Full Pitch	£49.50	£38.50
3G half Pitch	£33.00	£22.00

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