

ACADEMY BUILDINGS LETTINGS POLICY (Non-Statutory)



Nunthorpe
Learning & Leisure

Preamble and Context

1. The Academy building and facilities are available for hire by external bodies upon application via www.nunthorpe.schoolhire.co.uk or via the Extended Academy Manager.
2. The charges for the hire of the Academy's facilities have been approved by the Academy Governors. The actual charge will depend on the area of the Academy being hired, the length of use and whether the hirers are Community User's, Non-Community User's or Junior User's.
3. Any potentially contentious lettings or major lettings will be brought before the Academy Governors for approval. Otherwise lettings will be sanctioned by the Extended Academy Manager.
4. All hirers will be subject to the terms and conditions specified in the 'Regulations for the Hire of Academy Facilities' and application must be made via www.nunthorpe.schoolhire.co.uk
5. No lettings will be made to person's under the age of 18 years or to any organisation with an unlawful or extremist background.
6. If hirers hiring the facilities are delivering activities that involve children, young people or vulnerable adults, a copy of the organisations safeguarding policies and procedures will need to be evidenced, along with the organisations Public Liability Insurance and DBS checks.
7. Subletting is not permitted.

This policy will be kept under regular review in light of legal developments and best practice.

ACADEMY BUILDINGS LETTINGS POLICY (Non-Statutory)



Nunthorpe
Learning & Leisure

REGULATIONS FOR THE HIRE OF ACADEMY FACILITIES

1. There is a **NO-SMOKING** policy at Nunthorpe Academy (both indoors and outdoors). If the policy is not adhered to, this will lead to the termination of booking agreements.
2. The hirer must ensure that he/she is aware of the emergency evacuation procedures, which are displayed in all areas of the Academy. The hirer is responsible for ensuring that these procedures are adhered to and implemented in the event of any emergency. Fire exits, doors and windows must not be blocked at any time.
3. The hirer must ensure that he/she are familiar with the Academy's first aid procedures and is responsible for ensuring that these procedures are adhered to and implemented in the event of any emergency.
4. The hirer is responsible for ensuring that all participants and spectators in their activities are aware of Academy's regulations, safety and security arrangements, including signing-in / register arrangements and emergency evacuation procedures.
5. All those participating in the hiring of the Academy's facilities for out-of-hours activities must complete a register at the start of an activity. The hirer will take responsibility for his/her own group. This is in order to meet Health & Safety and Fire Regulations and is very important in the event of an emergency.
6. The hirer must ensure that good order is kept at all times.
7. The hirer must ensure that the premises are left in a clean and orderly state and that any personal property brought onto the premises is removed. If any part of the premises is left in an unacceptable state of cleanliness or untidiness, an additional charge may be made or a warning issued leading to termination of the booking. This is at the discretion of the Extended Academy Manager.
8. The Academy and any of its officers for the purpose of inspection have at all times free ingress and egress to and from the rooms.
9. There must be **NO** foul language or intimidating behaviour to any staff or other hirers at any time.
10. The Academy would like to be contacted by the hirer, if he/she is unable to make his/her booking. This must be done via www.nunthorpe.schoolhire.co.uk and contacting the Extended Academy Manager, no later than one week prior to the next scheduled date of hire. Failure to do so will result in full fees being paid.
11. The hire of facilities is limited to the approved purpose and times stated on the online booking system.
12. In exceptional circumstances the Academy may require the hired out facilities for its own purposes. In such an event the hirer will be notified in advance and alternative arrangements will be made. If the Academy fails to provide alternative facilities the booking will be cancelled (no payment will be required).
13. Payments will be made via www.nunthorpe.schoolhire.co.uk in advance of a booking. If payment is being made by cheque or BACS this agreed fee must be paid within 7 working days of receiving the invoice.

This policy will be kept under regular review in light of legal developments and best practice.

ACADEMY BUILDINGS LETTINGS POLICY (Non-Statutory)



Nunthorpe
Learning & Leisure

Non payment will result in the hirer being refused admission to the hire venue or hiring the venue in the future.

14. Any damage caused to Academy's premises or property will be paid for by the hirer. The cost of any such damage will be assessed by the Buildings Development Manager whose assessment is binding.
15. The Academy does not accept any responsibility for any property left on the premises nor for vehicles left in the car park or possessions contained therein.
16. Each hirer **MUST** ensure that a copy of his/her Public Liability Insurance Certificate is evidenced when the booking is being made. Failure to do so will result in a booking being declined or terminated.
17. Each hirer delivering activities for children young people and vulnerable adults **MUST** ensure that a copy of his/her or any persons working with the children and young people, Disclosure and Barring Service form(s) are shown to the Extended Academy Manager when a booking is being made. Failure to do so will result in a booking being declined or terminated.
18. Photos or videos of children and young people without the consent of parents / guardians **ARE NOT PERMITTED**.
19. The hirer must ensure that the numbers attending the activities are at a safe level. For children under 8 years of age the ratio of children to adult should be 1:8, and for children and young people over the age of 8 years should be 1:10. Failure to adhere to this will result in a booking being declined or terminated.
20. Every person applying for the hire of Academy premises shall specify the purpose for the hire. The hirer shall comply with all relevant Health & Safety Regulations.
21. The Academy premises are not licensed by the Local Authority and/or Academy under Statute for public dancing, singing, music or other public entertainment. If such a function is to be held, the agreement of the Academy must be obtained first, and if this is forthcoming, it shall be the responsibility of the hirer to obtain, prior to use, the necessary license, and such license shall be available for inspection at any time during the performance to which the license relates.
22. The sale and consumption of alcohol under license may be approved on application. The applicant will be responsible for obtaining the necessary license. An application should be made in writing at least 8 weeks prior to the event, which shall normally be of an educational, civic or charitable nature.
23. If the use of the Academy's kitchens is required, prior approval is required from the Academy's catering team. If agreed a member of the Academy's catering teams may need to be in attendance, and thus an additional charge will be incurred.
24. If the facilities are used for any purpose other than those stated on the booking forms, the Academy has the right to terminate the agreement.
25. No sub-letting is permitted.
26. No electrical appliances may be brought onto the premises unless PAT tested by the Academy prior to the letting taking place.

This policy will be kept under regular review in light of legal developments and best practice.

ACADEMY BUILDINGS LETTINGS POLICY (Non-Statutory)



Nunthorpe
Learning & Leisure

27. The Academy has the right to immediately terminate any letting agreement if the hirer is found to be in breach of any part of this agreement.
28. The Academy has the right to terminate a letting at any time.
29. The hirer is not permitted to access any other part of the Academy building other than the WC Facilities / Changing Facilities and the specified hire venue.
30. Any queries, problems or complaints are to be brought to the attention of the Extended Academy Manager, **not** addressed to the Site Staff.

We would appreciate that these regulations are adhered to at all times.

ACADEMY BUILDINGS LETTINGS POLICY (Non-Statutory)



Nunthorpe
Learning & Leisure

CHARGES FOR HIRE OF ACADEMY FACILITIES (2013-2014)

Hire of Sports Hall, Gym, Dance Studio & Main Hall:	£25 per hour (Non Community)
	£20 per hour (Community)
	£18 per hour (Junior Rate – U16 yrs)

If a full day booking is made a reduction will be offered.

* If facilities that are being hired require a Academy technician or Academy support member to be on site e.g. lighting technician for the main hall, an additional fee will be charged. This will be based on the length of time required.

Hire of Academy Field:	£12 per hour (Non Community)
	£8 per hour (Community)
	£6 per hour (Junior Rate – U16 yrs)

Hire of Academy Rooms / Areas:	£15 per room / per hour
---------------------------------------	-------------------------

* If facilities that are being hired require a Academy technician or Academy support member to be on site e.g. lighting technician for Academy hall, an additional fee will be charged. This will be based on the length of time required.

Hire of Community Learning Centre Rooms	£10 per hour (Non Community)
	£8 per hour (Community)
	£6 per hour (Junior Rate – U16 yrs)

Hire of Community Learning Centre Hall:	£15 per hour (Non Community)
	£10 per hour (Community)
	£8 per hour (Junior Rate – U16 yrs)

* If facilities that are being hired require a staff support member to be on site, an additional fee will be charged. This will be based on the length of time required.

This policy will be kept under regular review in light of legal developments and best practice.