Lettings Policy

Lord Grey Academy

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1. Introduction

Lord Grey Academy actively encourages the use of the academy facilities in the evenings (after the students have gone home) and at the weekends. The benefits to the Academy are:

- our Academy becomes a community resource that benefits a wide range of people within the local area;
- the facilities and resources at the Academy are used to their full potential rather than remain unused for much of the time;;
- the Academy generates revenue that can cover the cost of maintaining the facilities and resources, as well as investing in the wider development of the Academy;;
- the Academy forges links with other relevant local groups and organisations.

2. Lettings Contracts

All letting agreements are negotiated between the potential Hirer and the Academy. The Academy assesses the feasibility of all new requests to hire the Academy's facilities. Below are the factors to be considered:

- the availability of resources at a vacant slot at a mutually convenient time;
- the demands on the Site Cleaning: Will this require additional payment to cover overtime etc;
- The validity of the organisation. Are there likely to be any problems regarding use of the Academy facilities or payment;
- Lettings agreements can be for a one off occasion or a series of regular bookings. The Academy does not hire their premises for social occasions, such as parties;
- The ability of the Hirer to fulfill all T's & C's of the agreement.

3. Safeguarding and Child Protection

The Academy adheres to the Keeping Children Safe in Education (KCSIE) as part of our commitment to education and the young people in our community.

All hirers that have U18's within their care are subject to comply with new KCSIE regulations as amends are released.

If the Academy receives an allegation related to an incident that happened when an individual or organisation was using our premises for hire, the Academy will follow our own safeguarding policies and procedures. The Academy safeguarding team can be contacted on safeteam@lordgrey.org.uk .

4. Agreeing a Hire Contract

Requests are submitted to the Academy in writing, by email or over the telephone.

The availability of a vacancy within the lettings timetable is investigated. This will consider not only the day and time being requested but also the implications on existing Academy commitments: curriculum commitments, events, staffing, cleaning, other users etc.

The new hirer will be sent a link and will need to fill in an online booking form to formally submit their request. The new hirer will then be sent the following information:

- a booking confirmation which includes details of charges and dates;
- a copy our Terms & Conditions;
- a copy of our Lettings Policy;

The new hirer will be asked for the following information, which must be received prior to the commencement of any letting:

- contact details of the hirer's main contact and treasurer, where applicable;
- signed application form, which includes a signature to comply with the Terms and Conditions
- a copy of their current public liability insurance;
- a letter to confirm that their coaches are DBS checked if the hirer has under 18's in their group and confirmation of safeguarding training;
- a copy of their Safeguarding and Child Protection policies and procedures (KSCIE 2023);
- FA affiliation number.

5. Charges

A wide range of facilities are available for hire at the Academy. The areas available and the charge per hour are detailed on the Academy website / About Lord Grey Academy / Lettings.

If your organisation is not-for-profit then costs exclude VAT. Details of VAT can be located in section 17 of our terms and conditions. You must have your own public liability insurance. Details of Insurance can be located in section 15 of our terms and conditions.

The costs are averaged out over the year and include an element for security, heating, lighting and cleaning.

Discounts are available for volume bookings:10% for twelve consecutive bookings or more in one academic year.

These arrangements will be at the discretion of the Academy and are agreed at the commencement of the hire contract and are outlined on the invoices sent out to request payment.

The charges for hiring the Academy facilities are reviewed by the Governing Board periodically, and appropriate increases in charges are brought to the attention of the hirers prior to the start of the new academic year.

6. Terminating an Agreement

All users of the Academy facilities are required to treat the Academy resources with appropriate levels of care. This includes:

- using the equipment in an appropriate and safe manner;;
- using only the space that is covered under your hire;
- observing all necessary Health and Safety requirements and instructions;
- appropriate behaviour towards Academy staff, Security staff and other hirers on site during the booking;
- respect for the neighbours of the Academy, including parking in the designated areas when visiting the Academy;
- driving with due care and attention: following the one way system in the car park, driving slowly and an awareness of pedestrians;
- prompt payment of any monies owing to the Academy;
- only using the equipment and resources that permission has been given to use at the time of agreeing the Hire Contract;
- informing the site staff or their representative on site of any accidental damage and how the Hirer intends to pay for the necessary repair or replacement. CCTV will be used as evidence..

If at any time the Academy considers that a member of a group using the Academy facilities is not adhering to the conditions of the hire agreement the Academy shall have the discretion to bring this to the attention of the person in charge, or in extreme circumstances terminate a hire agreement. Should termination be considered necessary the Academy will inform the group leader in writing giving notice that the contract has been cancelled and explaining the reason. Should hirers wish to challenge this decision they can officially complain to the Academy Governing Board and the complaint will be investigated in accordance with the Complaints Policy of the Academy.

7. Payment

Invoices are raised a month in advance, based on the letting bookings for each hirer. Invoices are sent monthly by the Lettings Team and need to be cleared in accordance with the Academy's credit terms of 14 days. All invoices require payment and will remain the debit of the main contact for the hire.

Queries relating to invoices should be made in writing within 10 working days of receiving an invoice. If payment is not made in accordance with the Academy's 14 day credit terms then the Academy will look to suspend or cancel the booking until full payment is made. If the payment has not been received within 30 days of the invoice date the Academy will commence our debt recovery procedure.

8. Football Association - FA

All football clubs that play as part of a league need to be affiliated with the Football Association (FA). All clubs that successfully register with the FA are issued an Affiliation number. The registration process to the FA means that the club has successfully completed all of the FA checks which include:

- Constitution
- DBS checked of all staff
- Child Protection Policy
- Safeguarding training to all staff
- Qualifications of the coaching staff
- Latest accounts
- Public Liability Insurance.

The Academy requires the FA Affiliation number to be shared as part of the booking process to confirm all the required checks have been completed by the FA. The affiliation must be updated each year and the new affiliation number provided to the Academy.

9. Hours of Opening

Monday to Friday 17:30-21:30
Saturday & Sunday - times may be considered on request
Hours of opening may be subject to change.

The site will be closed on public holidays and for the period of the Christmas holidays based on published Term Dates on the Academy website.

Special arrangements may be made on occasions. Requirements will be discussed with the Academy and factors to be considered are:

- the availability of a vacant slot at a mutually convenient time;
- the demands on the Site Team, Cleaning and Catering Staff - Are they available and will this require additional overtime etc;
- other Academy commitments..

CCTV is installed across the site and is used to monitor the arrival and departure of each letting.

10. Terms and Conditions

Full details of the Academy's Terms and Conditions for Lettings can be located on the Academy website - on the Lettings page.