



# Lettings Policy

## Lord Grey Academy

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<b>Last reviewed on:</b>	June 2021	<b>Policy Owner:</b>	Debbie Hawkins
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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 and Catering Teams – 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 parties.

## 3. 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, 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 submit their request.
- The new hirer will then be sent a booking confirmation which includes details of charges and dates, a copy of the conditions of letting and a request for copies of their current insurance and Milton Keynes Youth Registration Certificates (if attended by under 18 year olds).
- The letting could start on receipt of the online booking confirmation and copies of their current insurance and Milton Keynes Youth Registration Certificates (if attended by under 18 year olds).

If at any time the booking needs to be cancelled by either party they must inform the other body inline with the Terms and Conditions.

## 4. 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 under the Lettings tab.

The costs exclude VAT and Insurance. Details of VAT can be located in section 16 of our terms and conditions. Details of Insurance can be located in section 14 of our terms and conditions.

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

Discounts are available for volume bookings, repeat bookings and payment in advance. These discounts will be 10% for twelve bookings.

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 financial year.

## 5. 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;
- observing all necessary Health and Safety requirements and instructions;
- appropriate behaviour towards Academy staff on site during the booking;
- respect for the neighbours of the Academy, including parking in the designated areas when visiting the Academy;
- 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.

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.

## 6. Payment

Invoices are sent monthly by the Finance Office and need to be cleared in accordance with the Academy's credit terms of 14 days.

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, the Academy will commence our debt recovery procedure. If the payment has not been received within 30 days of the invoice date, the Academy will look to suspend or cancel the booking until full payment is made or in some cases legal advice/action will be taken.

## 7. Milton Keynes Youth Registration Scheme

Milton Keynes Local Authority is encouraging clubs/groups that are attended by persons under 18 years old to register with the Milton Keynes Youth Registration Scheme. The Academy has therefore decided that all clubs that are attended by under 18 year olds will only be accepted whilst they are registered with this scheme. The certificate must be updated each year and a copy of the current certificate provided to the Academy.

The benefits to the clubs/groups of registering are:

- access to funding;
- access to relevant information such as legal responsibilities, including Health and Safety advice and good practice;
- processing of DBS checks;
- access to relevant training;
- quarterly newsletter – Go For It!;
- guidance and advice on setting up a management committee;
- inclusion in the directory.

The Academy will benefit with the knowledge that the items listed below are in place before the scheme will accept them.

- Their latest accounts.
- Public Liability Insurance (theirs or ours).
- Constitution.
- Equal Opportunities Framework.
- Child Protection Policy.

Details of the scheme are available from the Academy's Finance Office.  
For further information or DBS Forms please contact Milton Keynes Council.

## **8. Hours of Opening**

Monday to Friday 7:30am – 9.30pm

Saturday 9:00 – 1.00pm

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.

## **9. Terms and Conditions**

Full details of the Academy's Terms and Conditions for Lettings can be located on the Academy website - link under the Lettings tab

## **10. Forms**

The link to the booking form is available on request.