



## THE GREETLAND ACADEMY

### LETTINGS POLICY

June 2019

#### Policy and Code of Practice for the Letting of Greetland Academy

Greetland Academy accepts the importance of the Academy's role as a central part of the community it serves. To this end we have a clear framework, which provides for the use of the Academy premises.

The Academy premises consist of the two sites, the playing fields and all Academy buildings on the sites. The term community is used in its widest sense.

Any person or organisation wishing to let the property must write to the Chief Operations Officer or Principal, giving details of the intended use, dates, times and premises required. They must also name a person to be responsible for the letting who is over 18 years of age. The person making the request will be notified of the Principal or Chief Operations Officer's decision in writing (including via email). The school reserves the right to refuse permission to let the property.

Where premises are hired for an activity involving persons under the age of 18, it is the hirer's responsibility to ensure that all adults involved are suitable to work with persons under 18 years and have been subject to the appropriate checks either by the hirer himself or through an association or parent organisation of which he is a member to ensure that suitability. The hirer must also provide the Academy with a copy of their Child Protection Policy.

#### Charges:

##### 1. Hire of the school premises, excluding meeting rooms:

- a. There is no lettings charge to the Friends of Greetland Academy (FOGS).
- b. Costs incurred by the Academy will be charged to all hirers (excluding FOGS) on the basis of:
  - i. Fuel charges of £7/ hour for lettings after 6pm
  - ii. Site Manager costs (including on costs) for lettings after 6pm
  - iii. For lettings before 6pm where facilitation services are requested, the cost of these staff costs (including on costs)
  - iv. Any other costs incurred by the Academy as a result of the letting
- c. For lettings to organisations unconnected to the school or educational provision the following will apply, in addition to the charges detailed above:
  - i. A single administration fee of £10
  - ii. A 20% increase added on to the total costs detailed in point 1b

**2. Hire of meeting rooms:**

- a. There are separate charges for the hire of the meeting rooms; please contact the Chief Operations Officer for details.

**General Considerations for Hirers**

1. When arriving at the Academy the named 'responsible' person must inform the Site Manager or Administrator that he or she is now taking up the letting and similarly when departing make it clear the letting has finished. It is important that the times stated on the letting form are adhered to and not exceeded.
2. The Academy cannot accept responsibility for any loss or damage to property during a letting and we would ask hirers to be vigilant of unauthorised persons entering the Academy premises during the letting, or persons entering areas of the Academy not specified on the letting agreement.
3. The kitchen facilities may only be used by prior arrangement with the Academy, for health and safety reasons. The Academy reserves the right to insist that a member of staff is present to supervise such use. The cost of this would be passed onto the hirer.
4. Please be aware of the contractual obligations of employees working in the Academy during the letting. They may be required to be present throughout the letting and for insurance purposes may only allow use of resources and facilities booked at a prior date.
5. Certain uses of the Academy may require a licence for public entertainment or the sale of alcohol. If you are not sure you should contact the Academy for clarification.
6. The fire regulations place a limit on the number of people allowed at functions in different parts of the Academy. You should check with the Academy to ensure that these are not infringed.
7. The Academy operates a no smoking policy for lettings of its premises and we request that you assist us by observing this.
8. Please be aware of noise levels and avoid unnecessary disturbance to the Academy's neighbours.
9. Please be considerate of the residents of School Street and Saddleworth Road when parking. Residents require easy access to their properties and should not be obstructed by vehicles involved with the letting. Prior arrangement can be made for the top playground to be opened at the KS2 site to act as a car park.

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