

Extract from Diocese of St Albans Multi Academy Trust Finance Manual

This document sets out the DSAMAT policy on letting out school facilities. This policy is supplemented by local procedures.

21. LETTINGS POLICY

21.1 INTRODUCTION

The Trust has agreed to supplement academy budgets by encouraging the letting of the school premises where possible, provided that any letting must not be detrimental to the academy or its pupils.

21.2 GUIDELINES

- All lettings will be at the discretion of the Local Academy Councils, who may refuse lettings if they consider it in the interests of the academy to do so
- Lettings after midnight will not generally be permitted
- All hirers must comply with the regulations set out on the application form
- All hirers must be aged over eighteen
- All hirers must secure insurance cover for the letting, including for public liability
- All academy buildings and associated premises are non-smoking areas
- The academy is not responsible for any loss of or damage to vehicles parked on its premises, or their contents
- The academy playing fields will not be let unless in a suitable condition to be used
- Details of current lettings charges are available from the academy office

21.3 SAFEGUARDING

The academy is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The trust requires that for all hiring's involving groups working with children, appropriate level of disclosure has been obtained from the DBS for individuals working on the academy premises.

21.4 CHARGES

- All charges will be subject to periodic review by the Local Academy Council. The minimum increase will be in line with inflation.
- The calculation of charges will include consideration of the real costs of heat, light sewerage and water, and the cost of caretaking for the event
- Lettings to charitable and community groups will be considered at cost only
- Other charges are agreed by the Local Academy Council and may include an element for profit above actual costs

21.5 THE APPLICATION PROCESS

The hirer completes the application form, which sets out the time and date of the proposed hiring and the precise definition of the premises and facilities to be hired, including changing rooms for sporting events, lavatories and kitchens. Please see below maximum permitted numbers.

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The application is considered by the Headteacher or Business Manager and a decision is made whether to permit the hire.

The Site Manager is informed. If the Site Manager is not able to service the hiring, a key holder will be identified, who will receive payment.

Confirmation is returned to the applicant with the terms of the hire, including insurance requirements, on the reverse of the form. An invoice is raised on the finance system.

21.6 CAPACITY

The number of people permitted to attend an event will depend on the nature of the activity. This guidance reflects that given by Fire Prevention Officers for halls used for assembly functions.

If the event has dancing and there are no chairs or tables set out, one person per 6 square feet (0.55 square metres).

For a seated audience, one person per 6 square feet (0.55 sq. metres).

If the event has dancing and chairs or tables are set out, one person per 8 square feet.

Where people are seated at tables (restaurant-style), one person per 10 square feet (0.92 sq. metres).