



BROOKE HILL ACADEMY AND PRE-SCHOOL

Lettings Policy

It is the Policy of the Academy to make the premises available at reasonable times outside normal school hours and when they are not required for school purposes for appropriate activities of the local community.

This is dependent upon the co-operation of the Premises Officer.

- Appendix 1 must be completed by the organisation requesting the letting which serves as a record of the event/booking.
- All lettings relating to groups of children have an adult/child ratio of 1:10, with a minimum of 2 adults at each letting.
- All hirers must be aware of the position of fire extinguishers etc, as attached to this policy, and procedures for the evacuation of the school premises in the event of a fire.
- All hirers should be aware of school security e.g. external doors should not be left open, no access to teaching areas is allowed at any time.
- Arrangement should be made with the school regarding start and finish times of the letting session. At no time should the school be left unattended with access unsecured.
- Keys may only be given out to hirers at the discretion of the Executive Headteacher.
- All hirers must complete the Hire of School Accommodation Application form (Appendix 1) not less than 15 days prior to the letting taking place.
- The Academy accepts no liability for loss or damage to hirers' property or for any injury sustained while on the premises.
- Charges for lettings must cover all costs incurred by the Academy in making the letting and are itemised as follows:

Summer rate (April to September):

Hourly rate	£15	
Half day (week)	£24	£30 (weekend)
Full day (week)	£40	£50 (weekend)

Winter rate (October to March):

Hourly rate:	£15	
Half day (week)	£27	£35 (weekend)
Full day (week)	£46	£57 (weekend)

The Academy is exempt from VAT on all lettings.

The Headteacher and Finance sub-committee will decide charges in individual cases, consulting where principles or long term arrangements are raised by a letting request.

Charges are reviewed by the Governing Body annually.

EVACUATION OF THE SCHOOL PREMISES

- If a fire is discovered, the nearest alarm should be activated.
- A call should be made by dialling 999 as soon as it is safe to do so.
- Out of normal school hours all persons should leave via the main school entrance and assemble at the assembly point at the front of the building.
- In the event that the route via the main entrance is not safe the marked emergency exits should be used to the rear of the building.
- The organiser of the letting should account for all people in their group and report to the emergency services upon their arrival.
- No attempt to re-enter the building should be made until the emergency services have confirmed it is safe to do so.
- The letting organiser should contact the Academy key holder (usually the Premises Officer) in order that the fire alarm can be reset.

Appendix 1

HIRE OF SCHOOL ACCOMMODATION

APPLICATION FORM

To be completed and returned not less than 15 working days before the date of the booking:

1) Name of Organisation:

2) Nature of Event:

3) Number Attending:

4) Admission Charge (if any):

5) What will the proceeds be used for:

6) Date(s) the accommodation is required for:

7) Times the accommodation is required for: From: To:
Allow time for preparation and clearing up if you need it.

8) Please indicate insurance details:

8) Accommodation required:

Tick as necessary

Whole School

School Hall

Classroom Area(s)

Kitchen

Other please state

How many

9) Will you need to bring any of your own equipment into the school: YES / NO

If yes please provide details:

- Toilet facilities will be available for every booking of accommodation.
- Please note that drinking water and catering facilities are not available unless specifically booked.

DECLARATION TO BE COMPLETED BY THE HIRER

I/we* being the duly appointed agent of
 agree to pay the charges for the accommodation and to abide by the conditions and regulations stated in Brooke Hill Academy’s Lettings Policy and do hereby agree to indemnify Brooke Hill Academy against any liability whatsoever which may arise out of the hire of premises to me.

I/we* also confirm that the appropriate insurance has been effected in accordance with the Condition of Hire.

*(Delete if applicable)

Signed.....

Signed.....

Date.....

NOTE:

- Persons signing the Declaration must be 18 years of age or over.
- An invoice for the letting will be sent which should be paid within one month.