

**Our mission -** ‘To create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God’.

**Our Core Values;**

# ***Faith, Aspiration & Unity***

**LETTINGS POLICY**

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| **Lettings Policy in School Policies - Document Status** | | | |
| **Date of Policy Creation** | **March 2017** | **Named Responsibility** | The Business Manager |
| **Date of review completion** | **April 2019** | **Named**  **Responsibility** | Finance & Personnel Committee |
| **Inception of new Policy** | **April 2019** | **Named**  **Responsibility** | Finance & Personnel Committee |
| **Date of Policy Adoption by Governing Body** | **April 2019** | **Review Date** | April 2021 |
| **Policy Basis** | HTA Governors | |  |

**HOLY TRINITY ACADEMY – CONDITIONS OF LETTING**

**Application Process**

If an initial letting enquiry is made by telephone this must be followed up by attendance at the school in person. This is in order that the facilities can be viewed for suitability and a discussion can be had with the Business Manager prior to a formal application being made.

The applicant and any other named person (if applicable) are jointly liable for ensuring all invoices issued by the School are paid promptly and by the due date as specified.

The organisation stated on the application form must have relevant insurance cover for any personal injury or death and any damage to the building or contents caused as a direct result of the hire. A copy of the insurance policy must be provided to the Business Manager prior to confirmation of the letting.

**Conditions of Letting**

All activities must cease and the School must be vacated no later than 10.00pm, unless arranged by prior agreement with the School.

A deposit will be required for certain functions and may be forfeited if cancelled by the hirer, at the discretion of the School.

Any organisation that fails to attend without any prior notification or if notification is received less than 48 hours before the hire will incur a 50% charge of the normal letting fee.

If any account falls into arrears the School has the right to terminate the letting and seek payment of arrears by legal means if necessary.

Sub-letting is forbidden.

The School shall not be responsible for any property left on the premises by the hirer or any other person and the hirer hereby indemnifies the School in that respect.

The hirer accepts full responsibility for and indemnifies the School against all costs, charges and claims in respect of injury to or death of any person from the organisation/club using the premises, except when caused by the negligence of the School, its staff or agents.

The consumption of alcohol on the School premises is forbidden unless by prior agreement with the Headteacher. The School does not hold an alcohol licence.

The School operates a strict ‘No Smoking’ policy across the whole of the premises and grounds.

Gambling is not permitted on the premises.

No production shall be performed or film shown which is in any way offensive to public feeling, or detrimental to the public interest.

No payments may be made directly to the site staff present during the hire.

The area used must be left in a clean and tidy condition and any damage to academy property, however caused, must be reported to the site staff at the time or before leaving the premises.

Parking on the School grounds is entirely at the owner’s risk.

**Termination Process**

Continuous lettings will be terminable by written notice of one calendar month by either side.

In the event of any breaches of these conditions, or in the event of any misstatement or material omission in the application form whenever discovered, the hire may be cancelled forthwith at the absolute discretion of the School. Any deposit or hire charge already paid will be lost by the hirer.

**HOLY TRINITY ACADEMY – LETTING APPLICATION FORM**

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| **Name of Applicant** ………………………………………………………………………………………………………...  **Address**………………………………………………………………………………………...........................................  **Telephone**……………………………………….  **Email**……………………………………………………................  **Representing** ………………………………………………………………................................................................... |

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| **Activity** ………………………………………………………………………………………………………………………..  **Facility Required** ……………………………………………………………………………………………………………  **Date(s) Required** …………………………………………………………………………………………………………… |

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| **To be completed only if music is to be performed or relayed:**  I certify sole responsibility for all arrangements with the Performing Rights Society Ltd and, if records are relayed, with Phonographic Performance Ltd, for obtaining licences and payment of royalties in respect of works performed.  **Signed………………………………………………… Date…………………………………….** |

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| **To be completed only if portable electrical equipment is to be used:**  I certify that any portable electrical equipment brought onto School premises for use during the period of hire has been tested by a registered electrical contractor and passed as safe to use. The equipment consists of:  …………………………………………………………………………………………………………………………………  **Signed…………………………………………………. Date....................................................** |

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| **Invoicing details (if different from the applicant above):**  **Name**……………………………………………………………………………………………………..............................  **Address**………………………………………………………………………………………………………………………..  **Telephone**…………………………………… **Email**…………….……………………………………………… |

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| **Declaration to be signed by all applicants:**  I declare that I have read and understood the conditions relating to the hire of the School premises and guarantee these will be observed. I/we undertake to make payments as invoiced in line with the current charges as advised.  There may be a further charge for any damage caused to any School property or for any additional cleaning of the premises as a direct result of the hire.  **Signed…………………………………………………... Date……………………………………** |

Annex A