



Lettings Policy

Last reviewed: December 2015

This document applies to all academies and operations of the Vale Academy Trust: www.vale-academy.org

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Owner	Operations Manager	Approver	Board of Directors
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Vale Academy Trust (VAT) Lettings Policy

Background

1. The Directors have responsibility for the use of the VAT premises during the academy day and outside normal academy hours.
2. This includes the letting of VAT premises to outside bodies.

Aims of the Policy

3. The letting of the VAT premises shall not detract from the primary objective of the VAT as an educational establishment. Although providing a vital link with the community and other organisations, the lettings shall be organised so that there is no disruption to the delivery of the curriculum and at no cost to the pupils of the academy or their education.
4. The Directors policy is to encourage the use of the premises i.e buildings, playing fields by the pupils, parents, the community and organisations such as sports clubs, senior citizens groups and music workshops.
5. The income received by the letting of the academy premises will be used to assist the Local Governing Bodies to enhance and enrich the education and environment of the pupils.

Equal Opportunities

6. The Directors consider the buildings and playing fields to be a vital resource for the community – individuals and groups who wish to make appropriate use of the premises
7. The Directors positively encourage individuals or groups who wish to make reasonable use of the premises, regardless of their race, gender, disability, sexuality or religion.
8. The Directors will not consider applications for letting from anybody under 21 years of age. The hirer will accept responsibility for being on the premises, being in charge of the premises let and for ensuring that all conditions of the letting agreement are observed, particularly those relating to management and supervision of the premises.

Regulations for the letting of the VAT premises

9. The Directors have adopted regulations for the letting of the premises, the details of which are annexed to this Policy.
10. The Policy and the regulations for the letting of the premises will be sent to all enquirers.

Guidelines on charging

11. The Policy is to set charges to bring additional income to the local academies taking account of Best Value, including elements such as insurance cover, heating and lighting, cleaning, staff overtime and fair wear and tear,
12. Details of the charges are available from any of the academies
13. Decisions to waiver or reduce lettings fees are delegated to the

- responsible person in each academy.
14. The Directors will review the charges for letting annually and reserve the right to review the charges at any time.
 15. The Directors will give a minimum of 30 days' notice of any increase in charges for letting.

Administration of the Regulations

16. While full responsibility for all lettings is with the Directors, the day to day management and administration is undertaken by individual staff within each academy.
17. Due Diligence: Before any new user is able to hire any of the premises the Academy Trust will carry out any necessary due diligence checks to ensure that the organisation are a genuine organisation and they will only use the premises for the activity according to the terms of their hire agreement. This will include ensuring that the organisation are not linked in any way to activities which may bring the reputation of the Academy Trust into disrepute either locally or with the Educational Funding Agency.
18. The Directors reserves the right to refuse to let the premises to any group or individual for purposes that are inconsistent with the ethos of the Trust.