



**Unity Schools Trust**

*'Excellence through collaboration'*

# Lettings Policy

Policy Reviewed:	November 2016
Next Review:	November 2019
Approved by Local Governing Body	December 2016

## **Introduction & Purpose of Policy**

The Unity Schools Trust (“the Trust”) encourages the wide use of the schools within the Trust by the general community. The education of children is the prime purpose of the Trust; however, we believe education is a life long process which should be open and accessible to all. The overriding aim of the Trust is to support the schools to provide the best possible education for its students. Any lettings of the premises to outside organisations will be considered with this in mind.

## **Definition of a Letting**

A letting may be defined as ‘any use of a school premises by either a community group or a commercial organisation’, regardless of whether a letting fee is charged. It must not interfere with the primary activity of the Trust, which is to provide a high standard of education for all its students.

## **Conditions of Letting**

The use of the school premises within the Trust is permitted by the Trust on the understanding that the terms and conditions of hire are adhered to at all times.

The person signing the application form (known as the hirer), on behalf of their organisation, is personally responsible for ensuring that all terms and conditions of hire are adhered to.

The use of the premises for school functions will take priority over other lettings and the head of a school will make the final decision when conflicting requests are received for the use of the premises.

The Site Manager is responsible for the operational management of individual lettings but the Trust retains overall responsibility for any letting.

The Trust has the right to refuse an application and no letting should be regarded as ‘booked’ until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

## **Charges**

The Trust will set charges for lettings and these will be reviewed annually and implemented from 1 September in each year. Income derived from lettings will be retained by the Trust and costs to the Trust of lettings will be met by income.

Hirers will be invoiced according to the payment term specified on the Application for Hire Form. Hire fees are to be paid in accordance with the invoice and any event payments must be received in advance of the booking.

Once the hirer accepts a permit to use the school premises, they are automatically bound by all terms and conditions of hire of the premises. The Trust has the right to vary these terms and conditions at any time.

## **Safeguarding**

The hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the Trust for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The Trust reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the Trust are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

## **Management and Administration of Lettings**

The head of school is responsible for the management of lettings, in accordance with the Trust's policy. Where appropriate, the head of school may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process. If the head of school has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Trust for clarification.