

Greig City Academy



Lettings Policy

**“Show by a good life that your works are done by
gentleness born of wisdom.”
James 3:13**

This policy was approved by the Finance and Premises Committee on 18 June 2024.
The policy will be reviewed in May 2027 or prior to that if there are any legislative changes or school requirements that affect its provisions. Charges will be reviewed annually.

This policy is available on request to the Exec. PA and HR Manager, V. Oxley, in the following formats: e-mail, enlarged print version, others by arrangement.

Lettings Policy

1. Greig City Academy and its local communities

- 1.1 The Academy wishes to be a positive force in the local community and regards school buildings and grounds as a community asset.
- 1.2 However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its students, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind. Our policy statement on the use of premises is set out in Section 5 below.

2. Definition of a letting

- 2.1 A letting is defined as “any community or commercial use of the school premises and/or grounds outside of the school day and not associated with the corporate life of the school”.
- 2.2 Use of the premises associated with the corporate life of the school includes activities such as staff meetings, parents’ meetings, governors’ meetings and extracurricular activities for students delivered by school staff or partner organisations. Costs arising from these uses are a legitimate charge against the school’s budget stop

3. Restrictions on, and conditions of, lettings

- 3.1 A letting does not give full-time exclusive use of all of the premises or grounds. A letting must not interfere with the primary activities of the school.
- 3.2 Appendix A sets out the full conditions of hire.

4. Categories of lettings

- 4.1
 - a) Community education programmes and activities
 - b) Leisure programmes and activities e.g. sports and drama
 - c) Other community activities e.g. Neighbourhood Watch meetings, clubs run by community and voluntary organisations
 - d) Lettings made under statute e.g. elections
 - e) Private lets e.g. weddings and similar functions
 - f) Commercial lettings e.g. training provided by profit-making companies for commercial rather than community purposes

5. Policy statement on use of premises

- 5.1 It is the policy of the Governing Body to maximise the use of the Academy’s premises, with priority being given to activities which enhance the Academy’s links with parents and local communities.
- 5.2 in the event of conflicting demand for lets, requests will be prioritised as follows:
 - First priority: Lettings made under statute e.g. elections
 - Second priority: Community and leisure lettings
 - Third priority: Private and commercial use

- 5.3 Within these priorities, the Governing Body's representative will use their discretion in agreeing lets but it should be noted that the school expects groups hiring premises to support the school's Christian ethos and to confirm that they promote the fundamental British values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and those without faith.

6. Safeguarding

- 6.1 The Academy takes seriously its responsibilities to safeguard and protect the welfare of children and young people. We have robust safeguarding and child protection policies and procedures in place, which are in line with the latest guidance specified in Keeping Children Safe Education (DfE updated annually).
- 6.2 Where a third party hires the school premises outside school hours, the responsibility for ensuring that safeguarding measures are in place and implemented rests with the third party.
- 6.3 If a safeguarding incident were to occur, the responsibility would fall on the third party rather than the school.
- 6.4 Where a hiring involves activities aimed predominantly at children, young people or vulnerable adults, or takes place when Academy students may be present in the school, the school will require that the hirer has 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 criminal record bureau checks. The Academy will seek assurance that there are arrangements for the hirer to liaise with the school on these matters where appropriate.
- 6.5 Governors reserve the right to require the hirer to produce evidence that enhanced DBS checks have been carried out on all person 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 governors are not satisfied, they reserve the right to cancel any hiring and there should be no liability to the hirer other than to refund any hiring or deposit paid.
- 6.6 See Appendix E for the **Confirmation of Safeguarding Checks and Procedures Declaration Form**.

7. Charges

- 7.1 Charges will cover all the costs involved and must not knowingly provide subsidy from the school's delegated budget share. The charges will be reviewed annually during the summer term by the school management for implementation from first of September the minimum increase will be in line with inflation.
- 7.2 Current charges can be found in Appendix B. These charges, whilst being generally competitive with others in the area, are based on an average premises, services and site management costs throughout the year.
- 7.3 The Governing Body, through its representative, reserves the right both to waive charges and to negotiate packages of lettings when it is in the interests of the Academy and the local community to do so.

8. Administrative procedures

- 8.1 Appendix C sets out procedures to be followed by Academy staff when the request is made for a letting.
- 8.2 Appendix D is the academies lettings application form.

9. Reviews

- 9.1 This policy was last reviewed in May 2024.

GREIG CITY ACADEMY

CONDITIONS OF HIRE FOR ACADEMY PREMISES

1. Bookings and charges.

- 1.1 All bookings must be made using the enclosed form, which must be completed in full.
- 1.2 The person signing the Hirer's Application form shall be deemed to be the Hirer and is personally responsible for the payment of the charges in respect of the hiring and for the observance of the conditions and stipulations contained in this document.
- 1.3 The Hirer shall not use the premises for any purpose other than that described on the Application Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect of the premises.
- 1.4 A deposit of 50% of the total cost of a "one off" hire will be required at the time of confirming the booking.
- 1.5 No booking will be accepted later than 14 days (five weeks where licensing is required) before the first date of hire. The balance of the charges will be due 14 days prior to a letting taking place, and an event will not be allowed to go ahead unless payment has been received in full.
- 1.6 An amount equal to four weeks hire will be required at the time of the booking being confirmed for regular weekly hirers.
- 1.7 The Hirer may be required to pay a refundable deposit, in addition to the scale of charges, which may be applied to make good any damage in accordance with Condition 4.
- 1.8 The Governing Body and its delegates reserve the right to allow a free or discounted hire charge for certain organisations.

2. Safeguarding Measures

- 2.1 All children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.
- 2.2 Children and young people have the right to expect adults in positions of responsibility to do everything possible to foster these rights.
- 2.3 The Academy is committed to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that all Hirers abide by the school's requirements in respect of safeguarding. Any failure from the Hirer in this respect will result in the letting being terminated.
- 2.4 In accordance with the Academy's policy on safeguarding and child protection, where the hiring involves activities for children and young people, the Hirer shall ensure that they have appropriate safeguarding policies and procedures in place and that they themselves and those persons likely to have contact with children and young people have been subject to Enhanced Criminal Record Bureau checks.
- 2.5 The Hirer will be required to provide evidence of checks, policies and procedures on confirmation of the booking and thereafter on request.
- 2.6 If the Governing Body are not satisfied with the evidence provided, they reserve the right to refuse/cancel the letting and there will be no liability to the Hirer other than to refund any payment made.

3. Cancellation of Hire

- 3.1 The Governing Body reserves the right to cancel any hiring without notice where they consider it necessary to do so and/or in consequence of any outbreak or prevalence of
- infectious disease;
 - for any other cause outside its control;
 - for use as an emergency evacuation centre;
 - because the Governing Body of the Academy reasonably believes that an act is likely to be carried out on the premises, which will prejudice the Academy's compliance with its Public Sector Equality Duty (Equality Act 2010);
 - in the case of outdoor pitches, where adverse weather conditions affect use.
- 3.2 In such an event, any sum paid by the Hirer will be refunded, but the Governing Body shall not be held liable to pay compensation for any loss sustained as a result of, or in any way arising out of, the cancellation of the hiring.
- 3.3 Hirers will be allowed to cancel or postpone a booking on condition that, if 14 days' or more notice is given, half fees will be payable, and if less than 14 days' notice, full fees will be payable unless, in either case, the facilities are re-booked or it is otherwise decided.
- 3.4 The Academy reserves the right to refuse to grant a hiring without giving reason.

4. Personal injury/indemnity

- 4.1 The Governing Body shall not be liable for any injury (including injury resulting in death), damage to, or loss of property howsoever it may occur or be sustained by the Hirer, his/her assistants, servants or agents or others entering the property in the exercise of hiring (except such injury or damage as may occur by reason of the neglect of the Governing Body's servants or agents acting within the scope of their authority). The Hirer will indemnify and keep indemnified, the Governing Body and their servants or agents from and against all claims and liability in respect of such injury or damage and all actions, proceedings, costs, damages and expenses in regard thereto and also from and against all other liability claims, demands, proceedings, costs, damages and expenses in respect of injury to persons whomsoever (including injury resulting in death) and damage to or loss of property whatsoever which may arise out of or in consequence of the exercise. **The Academy will need to see proof of insurance before hire can take place.**
- 4.2 The amount of the Insurer's liability must not be less than £2,000,000 in respect of any one accident or occurrence (however, the Academy would strongly recommend that due to an increase in personal injury awards the Insurer's liability is not less than £5,000,000). Evidence of the insurance must be produced to the Governing Body at least two weeks before the date of the event.
- 4.3 Where during the period of hire, any person on the premises sustains any loss, damage or injury the Hirer shall provide full details in writing to the Premises manager within 24 hours, or as soon as is practicable thereafter, of any such loss, damage or injury and shall supply any further information in relation thereto as may reasonably be requested.

5. Licences

- 5.1 The Hirer shall be responsible for obtaining any licences or permits or other permissions required whether for the sale or supply of intoxicating liquor, from the Performing Right Society, or otherwise and for the observance of the same.
- 5.2 The Hirer shall comply with all conditions and regulations, made in respect of the premises by the Fire Authority, the Academy the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays
- 5.3 The Hirer shall indemnify and keep indemnified the School against all claims, demands, actions or proceedings in respect of any infringement in relation to paragraphs 5.1 and 5.2 above and in particular in respect of any infringement of copyright due to any unauthorised performance or use of copyright material at or upon the premises.

6. Use of the Premises.

- 6.1 The Hirer, if requested, shall furnish for approval a copy of the programme of any entertainment to be given by the Hirer. In such case, no entertainment shall be given except in conformity with the programme which has been approved.
- 6.2 Intoxicating liquor shall not be sold, supplied or consumed on Academy premises except by general or special approval of the Governing Body, Principal or Deputy Principal and subject to any necessary licence having been obtained by the Hirer.
- 6.3 The Governing Body operates a strict non-smoking policy both internally and externally on the Academy site. Hirers of any of the college facilities will be expected to prohibit smoking at any event.
- 6.4 No posters etc. may be attached to any surface without prior consultation with the Premises Manager.
- 6.5 The wearing of footwear which might cause damage to floors is not permitted.

6.6 Use of sports facilities:

- For health and safety reasons, the Sports Hall, Gymnasium and All-weather Pitch may not be used without the presence of a teacher, instructor or other authorised person.
 - No heavy outdoor shoes are to be worn in these areas.
 - In the interests of safety and hygiene, all persons using these areas must wear appropriate clothing.
 - No apparatus fixed or portable may be used, except where authorised and in the presence of a qualified person. Qualifications must be recognised by the Academy and Governing Body. There must be no interference with the safety equipment provided.
 - All apparatus and equipment must be carried (not dragged) across the floor if used.
 - Appropriate indoor balls must be used for each activity.
 - Food, drink and bags are not permitted in these areas.
- 6.7 The seating accommodation provided must be arranged with the site staff in accordance with the approved school layout that exists for the premises. The layout must not be altered without authorisation by the school.
 - 6.8 School furniture shall not be moved except by arrangement with the site staff.
 - 6.9 Any alteration or addition to the electrical lighting or heating systems is strictly forbidden.

7. Health and safety

- 7.1 The Hirer shall comply in all respects with the requirements of all statutory authorities including the directions issued by the School and with the provisions of the Health and Safety at Work Act 1974, the Children and Young Persons Act 2008 and all other statutory instruments or regulations made which affect or govern the type of function being held at the premises.
- 7.2 Any equipment/appliances supplied by the Hirer shall be safe and fully operational. The School reserves the right to inspect (and to levy an additional charge for so doing) and remove any equipment found to be faulty and/or unsafe or dangerous.
- 7.3 If existing stage, lighting, spotlights and dimming equipment are required, it is to be clearly stated on the application form. An extra charge will be made for this service and a competent and qualified person named and approved in advance shall carry out any operation of such equipment.
- 7.4 It shall be the responsibility of the Hirer to familiarise him/herself with the location of all entrances and exits to and from the premises including all fire and emergency exits and the location of any fire-fighting equipment. The Hirer shall ensure that all entrances and exits are free of obstruction and can be safely used and that there are no obvious fire hazards on the premises.
- 7.5 There shall, in addition to the Hirer, be a minimum of one competent attendant on duty on the premises to assist people entering and leaving, where there are up to 300 persons present during the period of hire and one additional attendant per each additional 150 persons, or parts thereof none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall be not less than 1 for every 100, or part of 100, people.
- 7.6 All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire-fighting equipment available, and how to call the Fire Brigade and evacuation procedures
- 7.7 The Hirer shall not be responsible for any fire damage to the property occurring other than from an act, neglect or default of the Hirer or their representatives. In the event of such damage, the Governing Body may make it good and the Hirer, by acceptance of the hiring subject to these conditions, will become liable for the cost of such reparation as certified by or on behalf, of the Governing Body.
- 7.8 The Hirer shall make good any wilful or avoidable damage to the property of the Governing Body, which can be attributed to their use of the premises.
- 7.9 A refundable deposit of an appropriate amount may be required when an event booking is confirmed to cover any damages, which may occur. This will be returned to the Hirer following a satisfactory inspection of the area(s) by the Premises Manager.

8. Vacation of the premises

- 8.1 Subject to the provisions of the next paragraph, the Hirer shall vacate the premises by 10 pm unless written authority from the Governing Body (showing the time extension) has been obtained. The Hirer shall leave the premises, fixtures, furniture and other property in as good order as they were at the time of entry and in as clean a condition, as the particular use will allow.
- 8.2 Should the hirer not leave the building at the time agreed when the booking was made, then they will be charged an additional amount for the extra time and effort required to clear the building.
- 8.3 The Hirer shall ensure that caterers, contractors and others supplying or serving refreshments or providing decorations etc. comply with all current legislation relating to

food hygiene, health, welfare and safety matters. All their articles and property must be removed from the school premises by 10pm of the day of hire if the school is to be used the next day, or in any case by noon on the day following the day of hire. They shall observe and carry out any instructions, which may be given to them in connection to this.

- 8.4 Any article or property belonging to the Hirer or any caterer or contractor or other person left on the school premises after the hour named above may be removed by the school and any costs incurred shall be paid by the Hirer.

9. Termination

- 9.1 In the event of the Hirer failing to observe and perform or failing to cause to be observed and performed any of the conditions herein the Academy may, after giving notice in writing to the Hirer of the breaches of the conditions and without prejudice to any right of action which it may have against the Hirer, forthwith terminate the Hiring Agreement. In these circumstances the Hirer shall forfeit to the Academy any deposit or other payments made and any payments due to be made by the Hirer shall be paid and the Hirer shall have no claim against the Academy for any damage or loss sustained or otherwise in consequence of such termination.

11. Amendment

- 11.1 The Academy reserves the right to vary or amend these Conditions at any time in its absolute discretion. The Hirer shall be notified accordingly in writing and the variation or amendment shall then be binding upon the Hirer.

Greig City Academy Lettings Charges

All room charges include:

- Use of toilet facilities
- Reception services
- Security services
- Cleaning services
- Changing facilities – for sports

BASIC RATES PER HOUR

Accommodation/facilities	2023-24	From September 2024
Dining Hall	£25	£25
Assembly Hall (200 Seats)	£75	£70
Sports Hall	£55	£70
Gym	£55	£50
Multi Gym	£75	£50
Dance Studio	£50	£50
All Weather Pitch	£55	£60
Classroom	£45	£40
ICT Classroom (Tech support)	£55	£60
Theatre	£55	£60
Drama Studio	£40	£40
Conference Room	£45	£50

PACKAGES OF LETTINGS

The Governing Body will not approve an application for full-time exclusive use of all of the premises or grounds. However, packages of lettings over a period of time not exceeding a year will be considered when direct community benefit can be evidenced.

GCA Lettings Procedures

1. Applicant requests use of premises and / or facilities.
2. Lettings Officer and Premises Manager identify requirements and discuss options.
3. Lettings Officer and Premises Manager check availability.
4. Applicant completes GCA Lettings Application Form and, where relevant, a Confirmation of Safeguarding Checks and Procedures Declaration Form, along with all supporting documentation.
5. Lettings Officer confirms receipt and checking of above forms and supporting documentation.
6. Lettings Officer enters details of the letting on the GCA Room Booking system.
7. Premises Manager informs appropriate site staff and departments affected.
8. Lettings Officer gives confirmation of hire letter and application form to Head of Finance.
9. Lettings Officer gives the application form and, where relevant, declaration form with accompanying documentation to HR Manager, who enters the information onto the Single Central Record and stores accompanying documentation with locked safeguarding files.
10. Head of Finance sends confirmation letter, copy of the conditions of hire and an invoice for payment to the Hirer.
11. Finance Department issues receipt for payment.

GREIG CITY ACADEMY
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 Email: enquiries@greigcityacademy.co.uk

APPLICATION FOR THE HIRE OF PREMISES AND EQUIPMENT AT GREIG CITY ACADEMY

To be completed by the person duly authorised to sign for and on behalf of the Hirer who shall be responsible for the payment of hire charges and who shall give the indemnities required by the Standard Conditions of Hire. This application form, and, where relevant, the declaration at Appendix E, must be returned to the contact person at the above address not less than 14 days before the date of the proposed hire.

Details of Hirer

Organisation		
Address		
Post code		
Authorised representative/contact name		
Telephone number/s		
Email		

Details of Booking

Purpose of hire/nature of booking/Activity e.g. football, language learning. Theatrical/musical performance		
Facilities/rooms required		
Dates required	From:	To:
Times required N.B. These times must include a period before and after the actual time of the activity, which can be used for preparation, and clearing, where this is appropriate.	From:	To:
Number attending		
Standard price per session		

Appendix E – Confirmation of Safeguarding Checks and Procedures Declaration Form

The Governing Body is responsible for ensuring Greig City Academy has effective policies and procedures for compliance with legislative requirements for use of its premises and for the safeguarding of children. Where school premises are let to other organisations, the Governing Body will seek assurance that the Hirer has appropriate safeguarding and child protection policies and procedures in place and that there are arrangements for the Hirer to liaise with the school on these matters where appropriate. Formal confirmation in respect of the above shall be provided by completing the below declaration.

Declaration

As Hirer, I agree to abide by the school's Safeguarding and Child Protection Policy and Procedures at all times. As Hirer, I understand I am responsible for liaising with the site team to ensure persons attending on site in relation to the hire are signed in and out appropriately.

I confirm and am providing evidence that the hiring organisation has appropriate safeguarding and child protection policies and procedures that are compliant with relevant legislation, including requirements for the completion of necessary safeguarding checks as appropriate to the person's role and activities. This includes, where appropriate:

- Photo ID
- Barred List Check
- Enhanced DBS Disclosure
- Overseas police checks where applicable

I confirm that any personnel attending on site in relation to the hire who do not have the required checks are supervised at all times, where they have an opportunity for regular contact with children and/or are engaging in regulated activity relating to children.

Hiring organisation:	
Name:	
Role within hiring organisation:	
Signature:	
Date:	

Greig City Academy seeks assurances that the above checks have been carried out appropriately. Please complete the table below (continue on an extra sheet if required) where personnel have an opportunity for regular contact with children and/or are engaging in regulated activity relating to children.

Full name	Enhanced DBS Certificate Issue Date	Enhanced DBS Certificate Issue Number

Office Use (to be completed by Lettings Officer):

I confirm this declaration form and supporting documentation have been checked in accordance with the Lettings Policy and the Academy's safeguarding arrangements.	Signed: Date:
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