



Lettings Procedure

Partner school

John Taylor Multi Academy Trust



1. Aims and objectives

- To provide facilities as appropriate for use by the community in line with the school's role as a community school.
- To provide funding from lettings to enhance the educational provision of the students at Chase Terrace Academy.
- To respond to the needs of the community as far as is possible.
- To promote Chase Terrace Academy within the community as a centre for community activities.
- To provide a competitive service to attract finance to invest in educational provision of the school.
- To be aware of the effects that lettings have by monitoring the number of lettings, their suitability and the pressure on staff and resources.

2. Responsibilities

The Business Manager will be responsible for;

- the implementation of the lettings procedure;
- keeping the Headteacher and Governing Body informed on a regular basis of all matters involved with the lettings.

The site team will be responsible for;

- to attend hazard exchange meetings with hirers as necessary, ensuring the hirer can access and use facilities as agreed;
- to ensure the site is opened and secured as per hire arrangements;
- to ensure the cleaning contractor has access and attends to maintain high levels of cleanliness and hygiene following all lettings.

The Business team will be responsible for;

- ensuring all necessary documentation is completed and kept for all bookings;
- communicating with the site team on a regular basis, ensuring they are aware of all arrangements for the duration of all lettings;
- dealing with any queries raised by the hirer, ensuring the duration of the letting is well managed;
- raising sales invoices for the letting, ensuring distribution to hirers for payment to be made in line with payment terms;
- credit control on any overdue accounts;
- to be the point of contact for calendar changes and any queries regarding the letting in terms of pricing and availability.

3. Condition of use

- The premises are provided essentially for education purposes and must not be let in such a manner that might prejudice their use for this purpose. A site visit is recommended to ensure our facilities meet the requirements of your letting.
- The Governing Body shall determine in advance of the letting the time which premises are to be closed.
- No apparatus, tools or equipment belonging to the establishment shall normally be used, unless specifically hired and authorised by the Business Manager. If hire is agreed, the site team are responsible for showing the hirer how to use the equipment safely.
- No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bylaws of the Local Authority in whose area the premises are situated and all the necessary regulations against fire are complied with.

- The promoters of entertainments and similar functions to which the public are admitted shall be responsible for completing to the satisfaction of the Governing Body, all formalities in connection with the use of the premises for the purpose. Where the Chief Fire Officer or Licensing Authority require additional facilities for the purpose of letting (such as "EXIT" sign and emergency lighting) which are not already installed, it shall be the responsibility of the hirer to provide such facilities of an approved type and method of installation.
- Payment for admission shall be deemed to include admission by ticket or programme or by any other method, by which the making of a payment entitles the person to admission.
- Permission shall not be granted for the use of an educational establishment for the promotion of plays or music unless the promoters have given proof to the Business Manager either that all royalties or fees for performing rights have been paid or that the publishers have been notified as the case may be.
- The school may cancel, without notice, any letting if payment of letting fees are not paid within 28 days of the invoice date.
- The Headteacher and Governing Body reserve the right not to allow any lettings as they see fit.
- Applications will not be considered for the use of education premises for:
 - o Committee rooms for candidates at elections
 - o Livestock shows
 - o Public meetings unless no alternative accommodation is available
- Sub-letting is not permitted, but shared lettings of the sports hall are permissible, provided that all sharing organisations are included in the application. All the organisations included in an application should be jointly and severally liable for the default of any organisation including that application.
- Third party use of equipment is restricted, under the school's letting agreement, to the use heating and air conditioning equipment. For use outside of normal school hours, there will be no first aid provision so hirers would need to make their own arrangements. Arrangements for fire and emergency evacuation and procedures are covered within the hirer's part of the lettings process. Each letting is given individual consideration to agree appropriate operating procedures, responsibilities, emergency contact and any relevant licences required.
- Any portable electrical equipment brought onto the site must be tested under the requirements for portable appliance testing and that where required a Residual Current Device (RCD) is in use.
- The hirer will agree to meet with the Business and Site team to discuss any risks and complete a hazard exchange. An exchange of information concerning health and safety and risk assessments relevant to the letting will take place. The information discussed will be stored – see Appendix 1. This information will be retained by both parties alongside any risk assessments which may be relevant. The document must include hazards that exist on the site which may be a risk to those letting the premises and any associated control measures in place which must be followed. The hazards created by those letting the premises presenting a risk to regular users or those present during the letting, and any control measures the letting will have in place to reduce the risks.
- Health and Safety; it is essential that all external site users understand the evacuation procedure for the site and who to contact in the event of an incident resulting in injury, damage or loss to an individual or the site. The fire alarm is a continuous warble sound and all exits have emergency lights and signs showing escape routes. The assembly point is the tennis courts and it is advised that your roll call is taken there.

The hiring body shall be responsible **during** the function or entertainment for which the premises are hired for ensuring:

- All safety requirements and recommendations of any licensing authority are complied with.
- Any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with.
- Suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger and damage to the premises.
- A copy of the hirers evacuation procedures are forwarded to the Business Manager at least on an annual basis.
- A copy of the school's Health and Safety Policy is available from the Business Manager. It is the responsibility of the hirer to be aware of the contents of this policy.

- Intoxicating liquor shall not normally be brought into or consumed at educational establishments without the prior consent of the Headteacher. Where such consent is given it is on the understanding that the hirer complies with the licensing laws.
- The school is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expect hirers and volunteers to share this commitment by ensuring that all of the necessary checks are made and adhered to.
- The user must provide confirmation that they comply with safeguarding regulations if the school is to be hired for use with children. This must be checked prior to the hiring date by the Business Manager.
- The hirer must provide a risk assessment and insurance information on submission of their application to let the premises. This needs to be renewed on a yearly basis.
- Chase Terrace Academy and its grounds are deemed to be a non-smoking site.
- The hirer shall be responsible for reimbursing the full cost of any damage occasioned by users to premises, furniture, apparatus and equipment and will be required to indemnify the school against any liability at law in respect of any accident involving death or bodily injury to any person or damage to or loss of any property real or personal and happening consequent upon or in connection with the use of the premises.
- The hirer is responsible for everyone who is on the premises of Chase Terrace Academy for the activities they are organising and, generally, for everyone who comes on to the parts of the school's premises which are under the hirer's control at stated times. The hirer is responsible for ensuring that they comply with all the terms of the hire agreement.
- The hirer is responsible for providing supervision for those taking part in a letting activity who might arrive before the scheduled start time.
- Where spectators are invited to observe activities those letting the premises must be able to take responsibility for the spectators as well as those participating in the letting.
- No notices or placards shall be affixed to, lean upon or be suspended from any part of the school premises, unless agreed with the school through the Business Manager.
- No bolts, nails, tacks or screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The hirer shall ensure that no persons using the permitted area to use shoes with stiletto heels or other footwear which may in the opinion of the Headteacher and Governing Body be damaging to the floor surfaces.
- The parking of vehicles on the school's property shall be permitted in approved areas only on the condition that persons bringing such vehicles onto the premises do so at their own risk and that they accept responsibility for any damage to the school's

property or injury to any person whether connected with the establishment or not caused by such vehicles or their presence on the school's premises.

- The site team will discuss the permitted areas to be used and any limits of access on the site.
- The site team will ensure that access is prevented to all hazardous areas on the site.
- It is the responsibility of the hirer to report any adverse incidents to the site team.
- On the advice of the Headteacher, we may refuse or cancel any hiring of a playing field without notice if weather conditions or the state of the grounds make it likely that unreasonable damage may result from use. Suitable footwear must be worn.
- During extreme weather the site team may make the decision to refuse access if it is deemed to be unsafe.
- Where premises are used during winter months, arrangements will be in place for adequate external lighting to be switched on.

4. Monitoring

The site team and Business Manager will hold annual review meetings with all lettings to ensure that all parties have:

- The opportunity to update and exchange information.
- Review activities on site, accidents and incidents and any other issues which have arisen.
- Review and update hazard exchange and risk assessment information.

5. Applications

All applications for the use of educational premises must be made at least 14 days before the desired date using the application form at the back of this booklet, this can also be found on the school web-site. Confirmation of the booking will be received.

Formal Written Agreements will be required for the letting of the School playgrounds and playing fields for Play Leadership Schemes.

6. Cancellation – Notice periods

- For one off lettings – notice of 7 days is needed or full payment will be required.
- For regular lettings – notice of 7 days is needed for one-off cancellations or full payment will be required.
- If you wish to cancel your whole letting – you are required to give the school 6 weeks' notice.

7. Letting charges

The lettings charges are reviewed and set by the school's Governing Body on an annual basis (Autumn term). These rates take into consideration any energy costs, wear and tear on premises, site supervisor / janitor expenses and security of premises. There is a discount provided to members of the local community.

Chase Terrace Academy reserve the right to charge an administration fee for the recovery of overdue payments. In special circumstances we reserve the right to make changes.

Room hire is exempt of VAT. Longer term lettings of sports facilities may be exempt from VAT only if the following conditions are met:

- The letting involves a series of 10 or more periods, whether or not exceeding 24 hours in total, where the following conditions are satisfied:
- Each period is for the same activity carried on in the same place;
- The interval between each period is not less than 1 day or more than 14 days;

- Consideration is payable by reference to the whole series and is evidenced by written agreement;
- The grantee has exclusive use of the facilities;
- The grantee is a school, club and association (i.e. A Non-profit making, voluntary body)

8. Prices

	Mon – Fri £ per/hr for Community use	Sat & Sun £ per/hr Community use	Mon – Fri £ per/hr Commercial use	Sat & Sun £ per/hr Commercial use
Main School				
Classroom	£11.50	£11.50	£12.50	£13.50
New Hall	£17.50	£18.50	£18.50	£21.00
Lees Hall	£22.50	£24.50	£26.00	£29.00
Conference room	£22.50	£24.50	£26.00	£29.00
Hub area	£13.50	£14.50	£15.50	£16.50
Library	£22.50	£24.50	£26.00	£29.00
Drama Studio	£17.50	£18.50	£18.50	£20.50
Kiosk (only with use of New Hall / Drama Studio)	£4.00	£4.00	£4.00	£5.00
Sports Facilities				
Sports Hall – all day	Prices on request	Prices on request	Prices on request	Prices on request
Sports Hall – adults all courts	£34.00	£36.00	£38.00	£40.00
Sports Hall – juniors all courts	£31.00	£33.00	£35.00	£38.00
Sports Hall – adults per court	£10.50	£9.50	£11.50	£12.50
Sports Hall – juniors per court	£7.50	£8.50	£8.50	£9.50
Tennis courts – all courts	£22.50	£24.50	£26.00	£29.00
Tennis courts – adult play	£7.50	£8.50	£8.50	£9.50
Tennis courts – junior play	£5.50	£6.50	£6.50	£7.50
Cricket match – adults per match	£33.00	£35.00	£37.00	£40.00
Cricket pitch – juniors per match	£20.50	£21.50	£22.50	£26.00
Gym and changing room	£18.50	£19.50	£20.50	£22.50
Adult swimming pool (changing room)	£31.00	£33.00	£35.00	£38.00
Junior swimming pool (changing room)	£28.00	£29.00	£32.00	£34.00
Netball match	£11.50	£12.50	£13.50	£14.50
Junior football match (changing room)	£20.50	£21.50	£22.50	£26.00
Adult football match (changing room)	£22.50	£25.00	£26.00	£29.00
Junior rugby match (changing room)	£20.50	£21.50	£22.50	£26.00

Adult rugby match (changing room)	£22.50	£25.00	£26.00	£29.00
Junior hockey match (changing room)	£18.50	£19.50	£20.50	£22.50
Adult hockey match (changing room)	£22.50	£24.00	£26.00	£29.00
Field per hour per zone (field split into 4 zones)	£18.50	£19.50	£20.50	£22.50

9. Communication

All communication involved with the letting should be emailed to lettings@chaseterraceacademy.co.uk

10. Vehicle access and parking

If working out of hours is required we will arrange for the site to be opened and closed for you. Our site operates a 5mph speed limit please adhere to it.

Contractor vehicles can be parked in locations to aid the work being carried out if this is agreed prior to work beginning. We do have CCTV in operation but all vehicles are parked at the owner's risk.

11. Building access and locking up

During most holiday periods the site is open from 08:30 hrs until 16:00 hrs. During term time the site is open from 08:00 hrs to 21:00 hrs. If the building appears to be locked please do not attempt to gain entry as this will trigger the alarm and the associated costs will be passed back to the organisation involved.

We are closed on all Bank Holidays and any event arranged around this time needs to be agreed in advance.

When inside the building please leave all areas clean, tidy and safe. You will be challenged on this point, if you persistently present risks to the site and other users during your time here at the school. If you do not address this you will be asked to leave and payment will be expected.

As an out of hours organiser, please leave the site once you are certain our site team have arrived to lock up. In the event you do have access to a letting key, please ensure that all doors are securely locked before leaving the premises.

12. Use of toilet facilities

The school will permit any persons on site to use its toilet and washroom facilities. Please remember though that this is a school. Please behave in an appropriate manner at all times.

13. First aid

The responsibility for first aid will sit with the event co-ordinator and they must ensure their staff are trained to provide adequate cover in the event of an accident. Always call 999 for assistance and advice.

First aid kits are located in various areas of the school but we would recommend that all events staff carry their own.

14. Accident reporting

ALL accidents, damage and near misses must be reported with 48 hours to the designated email address of lettings@chaseterraceacademy.co.uk for the appropriate accident reporting procedure to be adhered to. Please note, you may be asked to complete an accident form.

15. Storage arrangements

- Event related goods and equipment can be stored in the school with prior consultation with the site team.
- All goods are stored at the event manager's risk.
- All goods must be stored in line with current regulations if required ie COSHH.
- Goods stored internally must not present additional risk to the school buildings or its users.
- The school accepts no responsibility for goods stored on site by external users and recommends that arrangements are made locally.

16. Waste disposal and housekeeping

- Any waste generated as a result of an event must be disposed of by the event co-ordinator.
- It is the responsibility of the co-ordinator to ensure all waste is disposed of in the correct manner in line with current regulations.
- The school would like to encourage the use of organisations that look to reuse and recycle where at all possible.
- Any waste stored on site must not present any risk to the School in relation to fire, damage or exposure to chemicals or harmful substances.
- Please use the bins provided on site.

17. Fire evacuation and assembly point

Please take the time to familiarise yourself with the Chase Terrace Academy site, its fire escape routes and fire extinguisher positions relating to the area you are working in. It is essential the information on this sheet is shared with the people attending your letting.

ON DISCOVERING A FIRE PLEASE;

- Operate the nearest fire call point by breaking the glass;
- If possible, contact the emergency services by dialling 999 and inform them of the fire;
- Evacuate the building in a calm and orderly manner and make your way to the assembly point – tennis courts. Once procedures are completed as per below, contact a member of the site team – as per details below.

ON HEARING THE INTERMITTENT WARNING SIREN

Activating a fire alarm call point in most circumstances will cause an intermittent warning siren to sound. This is a three-minute warning sound for staff members to verify the activation and if there is a need to evacuate.

If you hear this sound, all persons should prepare to evacuate. The alarm will be silenced if both:

- A member of staff has confirmed that there is no evidence of a fire at the activation location;
- The cause of the activation has been clearly identified;

ON HEARING THE FIRE ALARM (CONTINUOUS WARBLE);

- Please leave all belongings where they are and evacuate the building through the nearest fire exit. The green signs will direct you to the nearest safe point of exit.
- Please close all fire doors in the room you are in and en-route if it is safe to do so as this will act as a barrier against the smoke and flames.
- Once outside, please make your way to your fire assembly point (tennis courts), where registers can be taken and head counts confirmed. It is the hirers responsibility to ensure signing in sheets are completed so all persons can be accounted for, at any one time.
- Do not attempt to tackle any fire unless it is affecting your escape and no other safe route is evident.
- Do not attempt to re-enter the building until you have been told it is safe to do so by either a member of the Senior Leadership Team / site staff or a member of the Fire Service.
- Any missing persons **must** be reported to the emergency services by the person responsible for the head count.
- It is the responsibility of each letting group to establish clear fire, bomb threat, safe evacuation and lockdown procedure. In the event of a fire, the safe evacuation of the letting group should establish a sensible assembly point – a copy of each letting groups policy should be held by the Academy.

IF YOU ARE UNSURE ABOUT ANYTHING RELATING TO SITE SAFETY PLEASE ASK FOR ASSISTANCE DURING THE LETTING. PLEASE CONTACT OUR SITE TEAM ON:

07773 791534 – Mr Tonks (day time)

07544 864096 – Mr Dewsbury (evening)

07966328818 (weekends)

Reviewed by Governing Body: September 2022

Adopted: September 2022

Next Review: September 2024

LETTING REQUEST SHEET

Please complete the questionnaire below to ensure we can quote accurately for your requirements

Contact Name	
Contact Address	
Organisation (if applicable)	
Telephone Number	
Email Address	

Date required	
End date (if applicable)	
Day of week	
Time required	
Facilities required	
Number attending	
Nature of event	
Any special requirements	
Equipment / facilities requested	
Equipment to be brought in by hirer	
Age range of those attending	
Will alcohol be served (application for license will be the hirer's responsibility)	
Catering requirement	
Will whole evening support be required (site team / technicians)	
Any other information	

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Use specified in the attached documentation.

I hereby confirm that the letting is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and will ensure that all checks are made and adhered to.

A copy of PLC and Agreement must be received before letting commences

- We are no longer able to accept Public Liability Insurance provided by the County Council's Third Party Hirer's Insurance Policy. Therefore, please confirm that you have arranged Public Liability Insurance in the name of the individual / organisation hiring the school premises for a limit of at least £2,000,000.

A copy of the hirer's risk assessment must be received before the letting commences

Signature of Applicant:

Full Name:

Date:

NOTE: The giving of false information on this application for hire may lead to the cancellation of the booking without notice.

LETTING AGREEMENT SHEET

AN AGREEMENT made on [INSERT]

Between Chase Terrace Academy and [INSERT]

IN CONSIDERATION of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions:

- Confirm receipt of the school's Health and Safety Policy and have read and understood the contents.
- Payment is made in full no later than 28 days from the date of the invoice.
- The person in charge of your activity is shown the fire escape routes before the start of the letting.
- The 'Hiring Conditions' prevailing at the time of the letting.
- Chase Terrace Academy reserve the right to charge an administration fee for the recovery of overdue payments.

Cancellation notice periods

- For one off lettings – notice of 7 days is needed or full payment will be required.
- For regular lettings – notice of 7 days is needed for one-off cancellations or full payment will be required.
- If you wish to cancel your whole letting – you are required to give the school 6 weeks' notice.

THE SCHEDULE

Area hired / additional facilities & equipment	Dates & Times of Hire	Total cost / price of this letting

I HAVE READ THE CONDITIONS OF THE LETTING.

Person / Organisation requesting the letting

Signed by:

Print:

Dated:

On behalf of the Governing Body

Signed by:

Print:

Dated:

NOTE: Please ensure the 'Hiring Conditions' and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.

LETTING AGREEMENT - SWIMMING POOL ONLY

AN AGREEMENT made on [INSERT]

Between Chase Terrace Academy and [INSERT]

IN CONSIDERATION of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions:

- Ensure that at least two qualified lifesavers are present for the duration of the letting and is on the poolside whilst swimmers are in the water.
- Ensure a reasonable number of lookouts, in addition to the lifesaver, are present on the poolside whilst swimmers are in the water.
- Ensure proper supervision of all users and not allow any activities which could endanger the safety of such users (for example 'horseplay' in the pool).
- Ensure that no more than twenty swimmers attend the swimming pool at any one time.
- Ensure that outdoor footwear is not worn by persons on the poolside.
- The hirer shall not use any tools, apparatus or equipment belonging to the school, without prior consent.
- Except as otherwise stated above the school's general 'Hiring Conditions' will apply.
- Confirm receipt of the school's Health and Safety Policy and have read and understood the contents.
- Payment is made in full no later than 28 days from the date of the invoice.
- The person in charge of your activity is shown the fire escape routes before the start of the letting.
- Chase Terrace Academy reserve the right to charge an administration fee for the recovery of overdue payments.

Cancellation notice periods

- For one off lettings – notice of 7 days is needed or full payment will be required.
- For regular lettings – notice of 7 days is needed for one-off cancellations or full payment will be required.
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THE SCHEDULE

Area hired / additional facilities & equipment	Dates & Times of Hire	Total cost / price of this letting

I HAVE READ THE CONDITIONS OF THE LETTING.

Person / Organisation requesting the letting

Signed by:

Print:

Dated:

On behalf of the Governing Body

Signed by:

Print:

Dated:

NOTE: Please ensure the 'Hiring Conditions' and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.

HAZARD EXCHANGE OF INFORMATION – LETTINGS

Chase Terrace Academy	Bridge Cross Road, Burntwood WS7 2DB
Details of Letting	
Contact name	
Contact telephone number	

Section 1 - Premises Hazards

The Site Team will identify any hazards in the premises which may pose a risk to the hirer. Any control measures required to reduce risk must be followed by those letting the premises.

Hazards identified and notified to those letting premises	Details/location and control measures to be taken.

Add more rows if required

Section 2 – Letting Activity Hazards

The hirer must identify the hazards created by the activity or equipment used which pose a risk to the regular users of the premises or those present during the Letting. The hirer must identify the control measures they will have in place to reduce the risks.

Hazards – Lettings	Details/location and control measures to be taken.

Add more rows if required

The following site arrangements for the letting have been agreed by both parties. Any changes to the letting, such as activities, duration or equipment being brought onto the premises must be reviewed by both parties.

Site Arrangements	Details

Add more rows if required

The Site Team and the person/group letting the building will be required to exchange written risk assessments.

Site Team	
Representative for those letting the premises	
Creation date	
Review date(s)	