



Lettings Policy

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The Prince Albert Community Trust

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1. Aims

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations.
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school.
- To enhance partnerships and develop new ones whilst improving the Trust reputation in the local community.
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils

2. Areas available for hire

2.1 Available areas

The Trust will permit the hire of the following areas across its schools:

- Sports hall
- Activity studio
- Multi-use games area (MUGA)
- Main hall
- Atrium
- Classrooms
- Drama Studio
- Playing Field
- Training areas.

2.2 Capacity and charging rates

The capacity and rates for hiring each area can be found on the Trusts website.

3. Charging rates and principles

3.1 Rates

Where a letting supports the core aims of the Trust, it may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge. These decisions will be made by the CEO, or Finance Director.

3.2 Cancellations

We reserve the right to cancel any agreed hiring. A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 8 days' notice. If less notice than this is given, the licensee shall not be entitled to full a refund and will be charged as follows:

3-7 days notice – 50% charge.

0-2 days notice – 75% charge.

3.3 Review

The revenue raised from hiring out will be reviewed by the Director of Finance and will be fed into the Trust's financial reporting, to ensure best value is being achieved.

4. Application process

Applications for bookings can be done by visiting the Trusts website where hirer's can use the online booking software provided by our third-party supplier. Terms and conditions of hire will be issued to Hirer's when completing the booking process.

5. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. No access will be granted until all relevant vetting checks have been completed by the third-party management company.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), the hirer will be asked to go through a more enhanced vetting process via our third-party management company, this will include having an appropriate level of DBS check.