



SIR ROBERT PATTINSON ACADEMY

LETTINGS POLICY

Date Reviewed in School:	January 2024
Date Approved by Governors:	5 February 2024
Date to be Reviewed:	January 2027

LETTINGS POLICY

Purpose

Sir Robert Pattinson Academy regards the Academy buildings and grounds as a community asset and will make every reasonable effort to allow them to be used for the following reasons:

1. To promote the sensible and just use of Academy property for the mutual benefit of the Academy, groups and individuals in the community.
2. To raise revenue which will be used for the educational advantage of the students at Sir Robert Pattinson Academy.

Definition of a letting

A letting may be defined as any use of the Academy premises (buildings and grounds) outside normal Academy hours, at weekends or during holiday periods.

There are three broad categories of letting, a category being determined by the 'purpose' of the letting.

The categories are:

- a) Community, such as a local music group, theatre group or sports team
- b) Educational, i.e., to directly benefit the Academy.
- c) Commercial

All lettings outside of normal Academy hours must be booked through the central booking system which is co-ordinated by the Lettings Coordinator using the application for hire form. Please see appendix 1 for sample form.

Guidelines

1. The Academy has priority use of the property for any activities including staff meetings, examinations, parents' meetings, Governing Body meetings and extra-curricular activities of Sir Robert Pattinson Academy students supervised by Academy staff. These activities fall within the corporate life of the Academy and costs arising from these uses are a legitimate charge against the Academy's delegated budget.
2. The Academy's delegated budget should not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the Academy in respect of any lettings of the premises. As a minimum, the *actual* cost to the Academy of any use of the premises by an outside organisation must be paid to the Academy. The Academy will always seek to at least cover its costs unless it is the direct beneficiary of a fund-raising activity. Please see appendix 2 for scale of charges.
3. The Academy will seek to treat hirers fairly.

4. Hirers will be expected to respect Academy property and honour all Academy and legal regulations which may be in force at any time.

Priority of Usage

All use of Academy facilities out of normal Academy hours must be booked through the central booking system which is co-ordinated by the Lettings Coordinator. In the event that there is a simultaneous request for the same facility the following priority of usage principles will apply:

Priority One

Activities directly related to the educational development of Sir Robert Pattinson Academy students including but not limited to:

Trustee Meetings

Parents' evenings

Sir Robert Pattinson Academy theatre productions and rehearsals

Academy Choir rehearsals

Open Days

Examinations

Priority Two

Fee paying organisations whose booking request has been confirmed in writing.

Priority Three

Activities coordinated by members of Sir Robert Pattinson Academy staff but not directly related to the academic achievement of its students.

Please note:

Whilst every effort will be made to accommodate Priority One events as detailed above, those booked at late notice may be refused by the Operations Director/Lettings Coordinator, in consultation with the Headteacher, if it is likely to compromise the good name of Sir Robert Pattinson Academy with outside organisations who have booked the use of our facilities in good faith.

Payment

Hirers will be invoiced immediately after the event, with the exception of long term hirers who will be invoiced half-termly. All payments are required within

28 days.

Any queries regarding the invoice must be referred to the Finance Office within five working days of receipt.

SIR ROBERT PATTINSON ACADEMY

LETTINGS TERMS & CONDITIONS

1. The Hirer agrees that use of premises will be restricted to the use and accommodation specified and agreed on the application for hire form. All personnel employed by the Hirer or involved in the activity concerned will be advised of this condition and the Hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting. The details relating to this person must be entered on the application for hire form.
2. The sub-letting of any premises is prohibited.
3. All lettings are provisional. Academy needs must take priority. In the event of a cancellation, every effort will be made to give a minimum of seven days' notice. The Academy cannot be held responsible for short notice being given due to emergency repairs or health and safety issues.
4. The charge for accommodation includes the use of furniture only within the specified room(s). In the event of the Hirer requiring additional furniture or equipment, a separate charge may be made according to circumstances.
5. On days when the Academy is in session, articles such as pianos, tables, flowers, etc, may not be delivered to the Academy before 3.30pm, on the day of use, unless arrangements for earlier delivery are made with the Operations Director/Lettings Coordinator.
6. The Hirer shall remove all furniture, decorations and any other materials introduced into the premises, at the end of the letting unless otherwise agreed by the Academy.
7. Sir Robert Pattinson Academy accepts no liability for the loss of personal property brought into or left in the premises including the car park during the letting.
8. Sir Robert Pattinson Academy is responsible for ensuring that the means of access or egress are safe for the use of the Hirers and that plant or equipment included in the hiring and used by the Hirers is safe. It follows, therefore, from this that if the Hirer discovers a hazard in regard to access to Academy premises or the equipment to be used, they should take action to make the member of site staff on duty aware of the hazard.
9. The Hirer accepts that they should familiarise themselves with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire should also be studied and the information disseminated. The member of the site team who is attending the letting will advise if required to do so.
10. The Hirer accepts full responsibility for any damage to or theft of Sir Robert Pattinson Academy's property occurring during the period for which the premises are hired. The Hirer shall be required to pay for any breakage, losses or damage to property arising out of the letting including any additional cleaning undertaken by Sir Robert Pattinson

Academy's staff which, in the opinion of the Academy, occurs as a result of the hiring and outside the scope of the agreed hire charge. This will be charged to the Hirer at the appropriate rate.

11. The wearing of footwear likely to cause damage to floors is forbidden. Persons found wearing such footwear will not be permitted to enter the premises. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval.
12. The Hirer agrees that no equipment will be used without approval and that the installation of the Hirer's equipment will be carried out by competent personnel. Electrical equipment must carry a current PAT test label.
13. Academy Playing fields:
 - a) The Hirer must ensure that the use of the playing fields will not prejudice its use for normal purpose.
 - b) Full supervision by a responsible adult must be undertaken whilst fields are being used.
 - c) Motor vehicles must not be taken on to the Academy playing fields.
14. Stage lighting, audio and visual equipment:
 - a) The equipment may be operated only by competent persons approved by the Academy. An Academy Technician may be available by arrangement with the Academy and an additional charge will be made for this service.
15. Cancellation of a booking
The sliding scale of charges that may be incurred in relation to cancellations of bookings is shown below:
More than one week's notice – no charge
Less than one week's notice – 50% to be charged
Less than 48 hours' notice – full amount to be charged
16. Sir Robert Pattinson Academy is a no smoking environment. The hirer, and those using the Academy premises under the same letting arrangement, must respect this policy. If any damage is caused due to smoking the hirer will be liable to any defect.

Licences

17. Licences are generally required for:
 - a. Performing Plays.
 - b. "Public dancing, music or other public entertainment of a like kind" under the Local Government (Miscellaneous Provisions) Act 1982.
 - c. Games of bingo, etc.
18. Hirers are required to ensure that the correct licences have been purchased and are in force during their lettings. The most frequently required licences include PVSL, PPL and PRS
 - a. PVSL - The Public Video Screening Licence (PVSL), available on an annual basis, allows organisations to legally screen films to create background ambiance within their premises. Screenings are to be ad hoc and

unplanned. If you wish to hold a planned screening, advertise your event, and charge an admission price including donation requests, you will need an additional licence usually known as a Single Title Screening Licence.

- b. PPL - In order to play most recorded music in public, legal permission is needed from the copyright holders. A PPL licence gives you this permission, meaning you don't have to contact each record company individually to obtain their permission to play recorded music from PPL's vast repertoire.
- c. PRS - If music is ever played on your premises for customers or staff; for example, through radio, TV, CD, MP3 or computer speakers, or at live events, this is considered a 'public performance'. The Copyright, Designs and Patents Act 1988 states you need to get permission from the copyright holder to 'perform' music in public – and a music licence grants you this permission.

Please see the relevant websites for further details.

19. Intoxicating liquor shall not be sold or supplied on the premises without the express consent of the Academy Trustees and the obtaining by the Hirer of an occasional liquor licence.

Insurance Arrangements

1. The Academy Trustees shall not be responsible for the loss or damage to any property or death or injury to any person whatsoever. There is cover under the Sir Robert Pattinson Academy's Public Liability Insurance insofar as injuries arising from a defect of the Academy premises or of the contents of the building. There is, however, no cover against any injury arising from some action or negligence by the Hirers. Hirers should therefore note that they must accept responsibility for suitable supervision and **must** provide their own insurance against their liability towards the public and their own employees in this respect. A copy must be sent with the booking form.
2. It is possible for a Hirer to take out a public liability policy with most insurance companies, either for a short period of a few days or, as is most usual, an annual policy. The minimum limit of indemnity for this type of policy should be not less than £5 million.
3. Sir Robert Pattinson Academy expect that any organisation operating regularly in any of its premises should have a continuing public liability policy to cover the possibility of claims arising out of all aspects of its activities.
4. Hirers should ensure that their public liability policy includes damage to premises under their control.

Application for Hire of Sir Robert Pattinson Academy Facilities

Please read this application thoroughly, checking dates and requirements carefully and make any alterations if necessary. Complete and sign the form and return to Sir Robert Pattinson Academy, Moor Lane, North Hykeham, Lincoln LN6 9AF marking the envelope 'Application for hire of premises', whilst retaining the Conditions of Letting information.

APPLICANTS DETAILS

Applicant(s) Name:

Applicant(s) Address:

Applicant(s) Mobile No:

Applicant(s) Home Telephone No:

Applicant(s) Works No:

Email Address:

ORGANISATION DETAILS

Organisation Name:

Organisation Purpose:

INSURANCE DETAILS

Details of your Public Liability Insurance: (Please enclose a copy with your application)

Please note that the Academy requires a copy of your Public Liability Insurance before you can use the Sir Robert Pattinson Academy Facilities and any other relevant Licences. (See points 6 and 8 on the Conditions of Letting)

Name of Insurance Company:

Insurance Company Address:.....

Phone No:

Renewal Date:

Policy No:

HIRING DETAILS

Facility(ies)/Room(s) Required:

Additional Resources required – (Please be specific):

Dates – DD/MM/YY: Start: **End:**

Times – Start: **Finish:**

Times – Access: **Leave:**

Sir Robert Pattinson Academy Conditions of Lettings

1. The use of premises must be restricted to the use and accommodation specified on the letting permit.
2. The wearing of footwear likely to cause damage to floors is forbidden. Persons found wearing such footwear will not be permitted to enter the premises.
3. Representatives of the Academy Board of Trustees shall, at all times have free access to the premises for any inspections.
4. The Academy Board of Trustees reserve the right to cancel any letting.
5. The Hirer shall be required to pay for any breakage, losses or damage to property arising out of the letting.
6. The Academy Board of Trustees shall not be responsible for the loss or damage to any property, whatsoever or death or injury to any person whatsoever. Hirers **must** provide their own insurance against their liability towards the public and their own employees in this respect.
7. The sub-letting of any premises is prohibited.
8. Licences are generally required for:
 - a. Performing Plays.
 - b. "Public dancing, music or other public entertainment of a like kind" under the Local Government (Miscellaneous Provisions) Act 1982.
 - c. Games of bingo, etc.
9. Intoxicating liquor shall not be sold or supplied on the premises without the express consent of the Academy Board of Trustees and the obtaining by the Hirer of an occasional licence.
9. No inflammable films or materials of an inflammable nature shall be used, without prior written permission.
10. Hirers are required to furnish details direct to the Performing Rights Society of "all musical works, whether published or manuscript, performed at the premises vocally, instrumentally or mechanically, at entertainments for which a charge is made". Where appropriate, a form should be completed and forwarded direct to the Performing Rights Society Ltd, immediately after the letting has taken place.
11. When commercial sound recordings (gramophone records, tape recordings and compact discs) are publicly used an application for a licence to use such recordings must be submitted to Phonographic Performance Ltd, Evelyn House, 62 Oxford Street, London W1N 0AN.
12. The charge for accommodation includes the use of furniture only within one room. In the event of the Hirer requiring additional furniture a separate charge may be made according to circumstances.
13. On days when the Academy is in session articles such as pianos, tables, flowers, etc, may not be delivered at the Academy before 3.30pm, on the day of use, unless arrangements for earlier delivery are made with the Academy Lettings Officer.

14. The Hirer shall proceed to remove all chairs or other furniture, decorations and any other materials introduced into the premises, at the end of the letting unless otherwise agreed by the Academy.
15. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval.
16. Stage lighting, audio and visual equipment:
 - a) The equipment may be operated only by competent persons approved by the Academy. An Academy Technician may be available by arrangement with the Academy. An additional charge may be made for this service.
17. Academy Playing fields:
 - a) The Hirer must ensure that the use of the playing fields will not prejudice its use for normal purpose.
 - b) Full supervision by a responsible adult must be undertaken whilst fields are being used.
 - c) Motor vehicles must not be taken on to the Academy playing fields.
18. Cancellation of letting –

More than one week's notice – no charge
Less than one week's notice – 50% to be charged
Less than 48 hours notice – full amount to be charged
20. We take a whole school approach to safeguarding at the Academy – this safeguarding focus extends to when we let out premises to organisations or individuals. We expect all organisations or individuals letting our premises to have appropriate safeguarding policies and procedures in place. Failure to comply with safeguarding requirements may lead to a termination of this agreement.
21. Prices exclude VAT which must be charged on bookings of 10 sessions or less in accordance with HMRC tax regulations.

Appendix 2

SCALE OF CHARGES – FROM JANUARY 2024 To be revised for January 2024

COST OF LETTING OF THE ACADEMY PREMISES

Please contact the Lettings Coordinator on 01522 882020 to discuss your individual needs.

The Board of Trustees are responsible for setting charges for individual letting of the Academy premises.

A charge will be levied which covers the following:

- Cost of service (heating and lighting)
- Cost of staffing
- Cost of administration
- Cost of wear and tear
- Cost of use of Academy equipment (if necessary)

This may be subject to VAT if applicable. The charges set may be changed subject to the complexity of the letting.

The hire charge will be reviewed every three years. This may take place earlier if prices need to increase earlier.

SPORTS HALL	£35 per hour £50 per hour	Weekday evenings Weekends
SPORTS FIELD	£35 per hour £50 per hour	Weekdays Weekends
GYMNASIUM	£30 per hour £40 per hour	Weekday evenings Weekends
MAIN HALL – ROOM ONLY	£35 per hour £50 per hour	Weekday evenings Weekends
CADET BUILDINGS	£100 per hour £120 per hour	Weekday evenings Weekends
CLASSROOM	£30 per hour £40 per hour	Weekday evenings Weekends

If your requirement involves hiring multiple areas, please contact the Academy for a bespoke quote.