

# The Canterbury Academy Trust

## Schools for all the Talents



Name of policy	Lettings Policy
Document owner	Jesse Sazant and Clare Knight
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Additional notes	Policy to be reviewed by the Finance, Buildings and Personnel committee. The booking form and terms and conditions should also be reviewed annually at the same time, along with review of prices.
Number of pages	3

# The Canterbury Academy Trust

## Lettings Policy

The Board of Directors regards the trust buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Board of Directors is to support the trust in providing the best possible education for its students and any lettings of the premises to outside organisations will be considered with this in mind.

The trust delegated budget (which is provided for the education of its students) will 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 trust in respect of any lettings of the premises. As a minimum, the actual cost to the trust of any use of the premises by an outside organisation must be reimbursed to the trust budget.

### **Definition of a Letting**

A letting may be defined as *“any use of the trust premises (buildings and grounds) by either a community group, suitable individual, or a commercial organisation”*. A letting must not interfere with the primary activity of The Trust, which is to provide a high standard of education for all of its students. The Board of Directors reserves the right not to let the trust premises/facilities.

### **Charges for a Letting**

The Board of Directors is responsible for overseeing charges for the letting of the trust premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (caretaking and cleaning-including on-costs)
- Cost of administration ☐ Cost of “wear and tear”
- Cost of use of the trust equipment (if applicable)
- Profit element
- Cost if the trust deem it necessary to use the services of an outside security company

The Finance, Buildings and Personnel Committee delegates to the Directors of Finance and/or Senior Vice Principal – Business, Finance and Operations to review the specific charges levied annually, during the spring term, at the same time as reviewing this policy, booking form and terms and conditions for implementation with immediate effect. Current charges will be provided to a hirer in advance of any letting being agreed.

The Director of Finance and/or Senior Vice Principal – Business, Finance and Operations will have delegated authority to agree discounted terms, where considered appropriate, for very regular users or in respect of events of a charitable or community nature.

## **Management and Administration of Lettings**

The Customer Service Manager is responsible for the management of lettings, in accordance with the Board of Directors' policy. However, he/she may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Customer Service Manager has any concern about whether a particular request for a letting is appropriate or not, he/she will consult the Director of Finance and/or Senior Vice Principal – Business, Finance and Operations who may also consult the Chair of the Finance, Buildings and Personnel Committee, who is empowered to determine the issue on behalf of the Board of Directors.

### **Complaints Relating to a Letting**

Any complaints received relating to a letting should be addressed to the Customer Service Manager in the first instance. In the unlikely event the matter cannot be resolved; The Canterbury Academy Trust Complaints procedure should be followed (copy available on request).

### **The Administrative Process**

All bookings will be recorded on the global events calendar. Events can only be booked on the agreement of the Customer Service Manager. Individuals/organisations wishing to hire the trust premises should approach the Customer Service Manager, who will identify their requirements, clarify the facilities available, give advice on maximum permitted numbers, provide details of hire charges and the 'Conditions of Hire', including insurance requirements.

A booking will be recorded as being 'provisional' until the signed Booking Agreement Form has been returned to the trust. Provisional bookings will be held for 28 days. On receipt of the completed Booking Agreement Form confirmation will be sent to the hirer together with an invoice for the balance, which should be paid in full prior to the event. Payment after the event will be agreed at the sole discretion of the Customer Service Manager and authorised by the Director of Finance. Regular bookings will be invoiced monthly in arrears.

A charge will be levied to external organisations for any damage or for the degrading of standards of the facilities to the extent that they are no longer suitable for student use.

All lettings fees received by the trust will be paid into the trust bank account, in order to offset the cost of services, staffing etc. (which are funded from the trust delegated budget).

Issues that require intervention by the Customer Service Manager will be noted, together with the appropriate action taken and the outcome. The Finance, Buildings and Personnel Committee will consider whether the additional use of the trust premises is achieving the purpose set out in this policy.

## **Health & Safety**

Supervision during the letting is the responsibility of the user. Opening and closing the premises is the responsibility of the facilities team at The Canterbury Academy Trust. Post letting checks will be made by the duty caretaker, and any issues will be reported to the Customer Service Manager as soon as possible.

Security may be required for some events. This will incur additional charges.

All external users are expected to comply with The Canterbury Academy Trust requirements relating to health & safety (a copy of the Health and Safety policy is available on request).

Risk assessments where required for external lettings must be completed by the hirer to ensure suitable and sufficient controls are in place.

Staff involved must be fully informed and trained in health and safety in particular areas and specialist work where they may be put at risk.

Where required, hirers are expected to provide their own health and safety procedures, including first aid and risk assessments on the activities being conducted in compliance with the trust. Any complaints/concerns about the health and safety of the facility must be identified and addressed to the Customer Service Manager.

Kept with the policy for referral are:

- Conditions of hire of premises
- Booking enquiry form