



Lettings Policy

Date of Last Review	November 2024
Approval Body	Resources and Finance
Approval and Implementation Date	November 2024
Review Date	November 2026

Version	Approval Date	Summary of Changes
1	Sept 2023	
2	Nov 2024	Moved to every two years. Changes made to the Terms and Conditions to make more applicable to PDA.

Parbold Douglas CE Academy

Lettings Policy [Last updated: Nov 2024] [Review: Nov 2026]

Policy Wording

1. In these Conditions:
 - (a) "The Owner" means Parbold Douglas CE Academy, and "the Agent" means the person/s acting for the Owner.
 - (b) "The Hirer" means the person signing the application form and any organisation for whom he/she is stated in such form to be acting. The liability under the Hiring agreement of such person and such organisation shall be joint and several.
 - (c) "Academy Premises" means all and any part of the premises owned or occupied by The Owner at Lancaster Lane, Parbold, Lancashire, WN8 7HS and shall include the playgrounds and playing fields.
 - (d) The Application Form means the application form of the Academy completed by the Hirer requesting to hire the Academy Premises or any part thereof.
2. Any Hirer who would be involved with children and young persons under the age of 18 years ("YPs") confirm that they have a Child Protection Policy which they will produce to the Owner for approval at least 48 hours before the use of the Academy Premises or part thereof.
3. Any Hirer who would be involved with children and YPs confirm that all adults engaged on its/their behalf have had clear Disclosure and Baring Checks carried out and will, if requested, produce to the Owner a list of all such adults who will be present at the time of the hire together with copies of the DBS checks at least 48 hours before the time of hiring.
4. Not more than the number of persons stated in the Application Form (or determined from time to time by the Owner) shall be allowed in/on the Academy premises at any one time.
5. Use of the Academy premises including the field or the relevant part thereof and entry thereto is limited to the area, purposes and times stated on the Application Form and no subletting is permitted.
6. The Hirer is responsible for, and shall indemnify the Owner, against all damage to the Academy premises and to any property on the Academy premises occurring during or in relation to the hiring or while persons are entering or leaving the Academy premises pursuant to the hire, however and by whomsoever caused.
7. The Hirer must check with the Headteacher/School Business Manager (01257 462007) before the day of each use of the field to ascertain whether condition of the field is fit for play. The Owner's decision is final.
8. The Owner shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be suffered by or be done or happen to any person resorting to the Academy premises during or in relation to the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction or act of God which may cause the Academy premises to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify the Owner against any claim which may arise out of the hiring or which may be made by any person resorting to the Academy premises during or in relation to the hiring in respect of any such loss, damage or injury.
9. The right at any time to enter the Academy premises and remain on the Academy premises during the hiring is reserved to the Owner, the Agent and any Police Officer.
10. The Hirer shall ensure that good order is kept in the Academy premises. In co-operation with any other group hiring the Academy Premises or any part of it the Hirer must identify and report any trespass on the Academy premises during the hiring period to the Owner and Agent.
11. The Owner (by itself or the Agent) may put a stop to any entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provisions hereof.

Parbold Douglas CE Academy

Lettings Policy [Last updated: Nov 2024] [Review: Nov 2026]

12. No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of the Academy premises. No articles may be fixed thereto and there shall be no structural alterations to any stage in the Academy premises.
13. The Hirer shall at the expiration of the hiring leave the Academy premises in a clean and orderly state. The Owner reserves the right to charge extra for any cleaning or tidying required.
14. The Hirer shall ensure that all property brought into the Academy premises for the purposes of the hiring is removed before the expiration of the hiring. The Owner shall not be responsible for any property left behind and reserve the right to charge extra by way of rent while it is in the Academy premises.
15. No slogans, advertisements, flags, emblems or decorations shall be displayed outside the Academy premises whether affixed to the same or free standing without prior consent of The Owner.
16. The Hirer shall remove any slogan, advertisement, flag, emblem or decoration displayed inside the Academy premises if in the opinion of the Owner and/or the Agent it shall be unlawful, unseemly or libellous or expose the Academy Premises to an undue risk of fire or is likely to lead to a disturbance or a breach of the peace.
17. No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with and the Hirer shall ensure that all users of the Academy Premises are aware of the locations of emergency exits and that the Hirer's staff know the location of fire-fighting equipment.
18. Any lights or other electrical apparatus which shall be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded.
19. All the conditions attached to any music and dancing licence and any theatre licence for the Academy premises shall be observed. A copy of each such licence held may be seen on application to the Agent and the Hirer shall be deemed to have had notice of all such conditions.
20. All legal requirements regarding the Hirer's intended use, including but not limited to performing of plays and the exhibition of films shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act, 1988. The Owner and/or the Agent shall be entitled to require proof that the provisions of this clause have been complied with 48 hours before the hiring.
21. All scenery and costumes used for stage performances and the like must be fireproofed.
22. The Hirer must ensure that all statutory licences/legal requirements without limitation in relation to the Hirer's use of the Academy Premises are obtained and complied with in their entirety, and holds harmless and indemnifies the Owner against any noncompliance or breach thereof.
23. The Hirer shall make such provision for such Insurance cover as the Owner or the Agent may require and shall pay all premiums due there under, and produce the policy or policies of insurance 48 hours before the time of the hiring. Copy to be given to the School Business Manager along with the payment.
24. Payment where possible to be made via BACS Royal Bank of Scotland, Parbold Douglas CE Academy Sort 16-27-25 Account 10112512. If necessary, cheques should be made payable to Parbold Douglas CE Academy.
25. It is the responsibility of the named organisation/person on the lettings form to ensure that all their staff/helpers are DBS Cleared/suitable to work with the relevant group (children/adults etc). Copy of 'the named hirers' DBS to be supplied along with the completed lettings form. Any additional adults are the responsibility of the hirer to ensure they are suitably cleared, therefore suitable to assist.

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Monitoring and Review

The Headteacher and School Business Manager monitors lettings and ensures these comply with this policy.

This policy will be reviewed **every two years** and approved by the **Resources and Finance Committee**.

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**PARBOLD DOUGLAS CE ACADEMY
HIRING APPLICATION - BUILDING/FIELD**

To the Academy, the Agent and the School Business Manager, Parbold Douglas CE Academy, Lancaster Lane, Parbold, Lancashire, WN8 7HS. Phone 01257 462007

I of group

(address)

.....

Mobile:

hereby apply for the hire of the following parts of the Academy Premises:

- a) (state rooms/field)
- b) (state rooms/field)
- c) (state rooms/field)
- d) (state rooms/field)

on the following date(s):

.....

at the following time -

From: To: Total hours per day:

- **I agree** to pay half termly in advance for regular use, payable and within 7 days of receipt of the invoice.

Hall/Agreed Room/field use (Charity + Community):

3.30pm - 6pm - £20.00 per hour

After 6pm, weekends/school holidays - £15.00 per hour, plus 1 hour Site Supervisor security fixed cost at £25.00.

Full day rate £50 per day (school holidays). Weekends will incur Site Supervisor costs.

Hall/Agreed Room/field use (Commercial Use/Profit making Organisations):

3.30pm - 6pm - £25.00 per hour

After 6pm, weekends/school holidays - £25.00 per hour, plus 1 hour Site Supervisor security fixed cost at £25.00.

Full day rate £100 per day (school holidays). Weekends will incur Site Supervisor costs. The Headteacher has the discretion to discount/agree payment timescales in exceptional circumstances.

Parbold Douglas CE Academy

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- **I agree** that not more than 200 persons shall be allowed on the Academy Premises during the hiring.
- **I agree** to observe and perform the Hiring Conditions relating to the Academy Premises, copies of which have been supplied to me on or before signing of this Application Form and which are attached hereto.
- This hiring is on behalf of the Hirer whose authority I have to bind them by signing this application on their behalf.
- **I agree** to make such provision for insurance cover relating to my proposed use of the Academy Premises as the Owner may require, and will produce evidence of the policy/policies of insurance at least 48 hours before the time of the hiring together with a copy of the Hirer’s Child Protection Policy.
- **I agree** to provide a copy of your (and any other staff attending) DBS certificate details and proof of identification, prior to the hire commencing if the hire is for the purpose of working with children/vulnerable adults.
- Your information will be stored securely for the duration of the hire period, until all payments have been cleared and until the end of a 12-month period (no more than 1 academic school year). Your information will then be destroyed.

I acknowledge that hire and use of the Academy Premises or part thereof is not guaranteed, and any agreement to allow the Hirer use of the Academy Premises or part thereof may be rescinded without notice or reason, and without any liability on the Owner whatsoever or howsoever arising.

Dated Signed

(Print your name)

Contact address:

.....

Contact telephone number/mobile

Please return all lettings forms to School Business Manager, Parbold Douglas CE Academy, Lancaster Lane, Parbold, Lancashire WN8 7HS. 01257 462007

To be completed by School Business Manager:

- I confirm receipt of the signed form -
- I confirm receipt of Insurance certificate -
- I confirm receipt of DBS certificate -
- I confirm receipt of payment -