



# Kirkbie Kendal School Academy Trust

Policy Title:	<b>Lettings Policy</b>
Policy Reference:	L2
Version:	1.1
Member of Staff Responsible for review:	Business Manager
Governors' Committee/SLT Responsible:	SLT (F&P to note)
Status:	Adopted
Date first adopted/accepted by Governing Body:	29 Jan 07
Review Cycle:	2 years
Date of last review:	Apr 19
Date for next scheduled review:	Apr 21

<b>Change Record</b>		
Version	Date	Description
1.1	SLT 29 Apr 19 (F&P to note)	Guideline of Activities section: addition of 'and Church' to read 'Community and Church Groups'
1.2		
1.3		
1.4		

**"Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies support the Child Protection Policy."**

# KIRKBYE KENDAL SCHOOL ACADEMY TRUST

## LETTINGS POLICY

### INTRODUCTION

The School Governing Body is committed to generate additional income by the letting of the school premises to suitable individuals and groups. The following conditions apply to any hire agreed:

- The Governing Body must approve the use or activity, which is intended, and the suitability of the hire will be determined in line with school policy.
- The school always has priority use of the premises, although reasonable notice will be given if a hire needs to be cancelled.
- Kirkbie Kendal School is not responsible for any damage, loss or injury during the length of this letting or subsequent to it.
- The areas used must be left in the condition that they were found, and users must not use any other part of the school premises not approved.
- The user must provide the school with evidence that they have Public Liability Insurance of at least £2M. This must be kept up to date and copies provided to the school.
- All damage must be reported to the Site Manager or Business Manager. If any damage is caused by the hirer or as a result of the letting, it will be the responsibility of the hirer to pay for any repairs.
- Both parties must give a half term's notice of cancellation.
- The Governing Body reserve the right for the school's representative to enter the premises at all times for its own use on giving reasonable notice.
- The acceptance of any hire does not constitute a tenancy agreement and that the use of the premises is by way of licence only, and restricted to the letting particulars.
- Hirer's will ensure that the premises are not left unattended until the Site Manager has arrived to secure the building.
- The Governing Body will approve the scale of charges for lettings and/or for the use of facilities. Free use and charges below economic cost should be unusual and authorised by the Business Manager case by case.
- Lettings charges are to be based on an hourly rate.
- Accounts must be settled on time – any overdue accounts may be subject to a further interest charge of 1.5% above the Bank of England rate.
- The Business Manager is responsible for all lettings; the Finance Manager is responsible for all financial administration.
- The Business Manager is authorised to negotiate variations where appropriate for charitable institutions.
- The Governing Body must establish terms and conditions for lettings.
- Detailed records of each letting will be kept.
- Applicants are to be sent application and indemnity forms, together with a copy of terms and conditions and a list of charges.
- On receipt of the application and indemnity forms, the letting may progress at the discretion of the Business Manager.
- All lettings to be invoiced and recorded on the accounts system.
- The maximum period for the letting is limited to twelve months.
- A damage retention charge may be made for certain events. This refundable charge is to be paid in addition to and at the same time as the letting charge.

## **GUIDELINE OF ACTIVITIES**

- Music recitals.
- Music Concerts.
- Drama productions.
- Educational based Maths Challenges, etc.
- Keep Fit.
- Yoga.
- Sports Coaching.
- Sports groups' committee meetings.
- Work Shops.
- Weekend conferences.
- Car Boot Sale (KKSA).
- Fashion Shows.
- Road Shows.
- Informative Talks.
- Community and Church Groups.
- KKSA events.

## **RELATED POLICIES**

**ACCESSIBILITY POLICY**

**BEST VALUE STATEMENT POLICY**

**CHARGING & REMISSIONS POLICY**

**HEALTH & SAFETY POLICY**

**THIS DOCUMENT IS AVAILABLE IN THE FOLLOWING FORMATS:**

**PAPER  
ENLARGED PRINT  
EMAIL  
WEBSITE**