



The Hill Trust

**BREDON HILL ACADEMY
LETTINGS POLICY AND STANDARD CHARGES**

Review Deadline: September 20

Author: CFO

Reviewer: BoD Finance Committee

Audience: Public Website, Staff Share, Governors' Website

Bredon Hill Academy

Lettings Policy and Standard Charges September 2019

Directors and the academy wish to foster relationships with outside agencies, clubs and societies and actively encourage the use of school premises by these bodies.

The policy directors and the academy will follow is:

1. The academy budget will not, under any circumstances, be used to subsidise non-academy use.
2. Every hirer must complete the standard letting form agreeing to the terms and conditions.
3. Academy equipment will not be used. Discretion for FOBHA use and any other use is held by the Headteacher or Deputy in his absence.
4. Any statutory obligations for elections or civil emergencies will be met.
5. Holiday play schemes and extended school activities will be at the discretion of the Headteacher or his Deputy.
6. No keys or codes are to be handed to non-academy employees with reference to lettings. No information regarding the security system will be divulged.
7. Fire precautions must be made known to hirers and access given to a telephone and emergency first aid equipment.
8. The hirer will be asked to sign to say that they have seen and understood the emergency procedures.
9. The following hiring charges are as standard:

Hire of Hall (summer)	£12 per hour
Hire of Hall + heating (winter)	£15 per hour (Oct half-term to Feb half-term)
Hire of Courts with floodlights	£15 per hour
Hire of Courts without floodlights	£12 per hour
Hire of School Pitches	£12 per hour, per pitch
Hire of Floodlit Pitch	£15 per hour
Classroom hire	£10 per hour

Use of facilities for ½ day, full day or longer periods will be discounted and a price set by the Headteacher

10. The hirer will have to provide documentation to show that they have public liability insurance of at least £1 million.
11. No activity will take place without evidence of relevant child safeguarding documentation if deemed relevant by the headteacher.
12. The hire charges will be agreed by the Directors Finance Committee and periodically reviewed.
13. All academy lettings are at the Headteacher's discretion.