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# LETTINGS AND CHARGINGS POLICY

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Approved by:	Finance and Business
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# Oak Academy LeAF Campus

## Lettings and Chargings Policy

### Facilities Hire Tariff

Area	Cost per hour	
Hall with Stage Facilities (additional charges for the use of lighting and sound system)	£35.00 £40.00	
Hall without Stage Facilities	£30.00	
Classroom	£15.00	
Specialist Classrooms (available to approved groups only)	£19.00	
	Under 18s	Adults
Sports hall (football, basketball, team sports)	£28.00	£35.00
Gymnasium	£20.00	£25.00
Badminton Court (group bookings only) – minimum 2 courts	£8.50	£10.00
Fitness Area	POA	POA
External Facilities		
Football mini pitch	£25.00	-
Football pitch	£25.00	£50.00
Grass Running Track	£10.00	£12.00
Tennis Court	£6.00	£6.00
Netball Court / Basketball Court – minimum 2 courts	£8.50	£10.00
	Up to 4 hours	4 to 8 hours
Whole Playing Field (for Fetes etc)	£85.00	£100.00

- Weekend lettings may be available - prices on application.
- \* Access to shower facilities is only available when site management is on duty.

Catering services, provided by our in-house catering team, are available for large events. Please contact us for further details.

### Conditions for Lettings

#### Bookings

- Bookings are not confirmed until both LeAF and the group have completed the booking form and agreed to the terms and conditions of hire.
- Any changes to the booking must be requested by and agreed to by the Federation at least 5 working days prior to the booking taking place.
- LeAF reserves the right to cancel any booking at short notice due to unforeseen circumstances.
- Where the facilities are required for Federation purposes LeAF will give a minimum of 5 working days' notice of the cancellation.
- In reserving the right to cancel due to unforeseen circumstances or because the facilities are required for Federation purposes, LeAF will not be held liable for any losses whatsoever incurred by the hirer as a result of the loss of use of the facilities.
- All hirers must have their own public liability insurance with a minimum indemnity of £5,000,000. A copy of the hirer's insurance documents must be held by the Federation.
- The Governors retain the right to refuse any booking.
- LeAF facilities are not available to hire over the Christmas period.

## Payments

- Payment required will be dependant on facilities used and time booked. The cost of all lettings will be confirmed in writing before the letting takes place.
- Invoices for payment will be sent out at the end of each calendar month.
- Payment is due on receipt of invoice; after 30 days unpaid invoices will incur an additional administration charge of £10. Failure to pay outstanding invoices may result in the cancellation of further bookings and legal debt recovery.
- Payments must be made by cheque payable to LeAF Academy. There are no facilities for cash payments to be made to Sports hall staff, cash payments may only be made to the Federation Finance Office during normal working hours.
- Receipts for payments will be sent by email, hirers who require a receipt will be sent either by email or post.
- Bookings cancelled with less than 5 days' notice will be charged at the standard rate.
- An annual review of the facilities hire tariff will take place at the start of each new financial year.

## Care and Condition of Premises

- Any damage to the facilities, premises or equipment provided by LeAF will be charged to the user group, and will be payable on demand.
- NO SMOKING is permitted anywhere on the campus.
- Alcohol is not permitted on the premises unless prior approval of the Federation Governors is given and all relevant licenses obtained by the hirer. Such licenses must be available for inspection by the Federation before the commencement of the booking.
- Food should not be consumed anywhere within the PE, Science or IT Departments. All rubbish should be disposed of using the bins provided.
- Where excessive rubbish is generated by a hirer, this must be removed by the hirer. Failure to remove excess rubbish may result in additional charges being levied for disposal.
- All hired areas must be left in the condition they were found in at the commencement of the letting. Please return tables, chairs etc. to their original positions.
- No open fires, candles or unauthorised electrical equipment shall be used on the Federation premises.
- No indecent or immoral activity is permitted. No betting, gambling or gaming is permitted on the Federation premises.
- Noise must remain at a reasonable level at all times. After 10.00pm no noise shall be audible in any of the adjacent properties.
- If the hirer wishes to provide public music, dancing or other public entertainment, the hirer must obtain the necessary public entertainment license. This must be available for inspection by the Federation before the commencement of the booking.
- The Governing Body gives no guarantee as to the fitness, suitability or condition of the premises or grounds. However, every effort is made to ensure that they are in a reasonable state. It is the responsibility of the hirer to check that the premises are suitable for their needs.
- LeAF and its governors accept no responsibility for any loss or damage to any property left in, lost within or lost on the campus.
- The changing facilities will not be locked during the time of bookings – it is the responsibility of the hirer to ensure the safekeeping of all belongings.
- All booking times will be adhered to.

## Access and Supervision

- A designated group leader or responsible adult must sign the group in & out, using the signing in sheets held in reception.
- A member of the Site Management team will open the booked area before the commencement of the letting. Any over stay on the booking times will incur additional costs.
- Only the areas / rooms that are requested on the booking form are to be used, if you feel additional areas may be necessary for your letting, please contact the Site Assistant on duty on arrival.

- It is the hirer's responsibility to ensure that its members do not stray into Federation areas which are not included in the booking.
- Hirers may not use Federation equipment left in rooms, unless it has been booked for their letting.
- Hirers should ensure that group members are aware of what equipment, if any, is included in the letting.
- Please ensure all group members use only the entry & exit routes indicated by the Site Assistant on duty at the commencement of the letting. Other areas of the Federation may be alarmed. Activation of the alarm system may result in additional charges.
- A named responsible adult must accept responsibility for the supervision of all persons involved with the letting, for the period of the letting.
- If you suffer nuisance incidents from non-group members during your letting, please contact the Site Assistant on duty.
- For emergencies such as witnessing act of violence, ring 999 and quote the address on the cover of this book. Please note a Site Assistant will be available to advise you but LeAF does not employ a full-time security service.
- In instances of rule breaking by any user group, the procedure in the first instance will be a meeting with the Site Assistant. Should the problem persist a formal written warning will be issued. If the problem cannot be rectified and the rule breaking continues, LeAF reserves the right to cancel the booking.
- If your group is working with children under the age of 16, it is the responsibility of the hirer to ensure that all leaders, coaches & teachers have undergone the relevant CRB checks.

### **Health and Safety**

- All user groups are responsible to provide their own First Aid box and trained staff.
- Any equipment, electrical or otherwise, brought onto the premises by the hirer must be restricted to those items referred to on the booking form and agreed by the Federation. All electrical equipment must be portable appliance tested (PAT) and the Federation will require evidence of this.
- The sale of any food and drink on LeAF premises must comply with food handling regulations. Where necessary, proof of Food Handling qualifications will be required.

### **Fire Procedures**

- Do not attempt to tackle a fire unless trained to do so.
- In the unlikely event of a fire, the Federation evacuation procedure must be followed.
- All groups must keep a register of who is on the premises at all times.
- Please ensure that a nominated adult is the group's fire marshal and is aware of all fire exits and the fire evacuation procedure.
- The designated Assembly Point is on the car park nearest Duck Lane at the front of the campus.
- In the event of fire alarm activation do not re-enter the building until directed to do so by the Site Assistant on duty.

### **Site Management Responsibilities**

- The Site Assistant will be responsible for the locking and unlocking of the building, ensuring that all groups comply with the signing in and out procedures and noting any problems.
- Whilst the group is on site, the Site Assistant will be performing other duties and is not at the sole disposal of the group but will be available to advise and assist groups and will ensure all areas are correctly used and left as found.
- The Site Assistant has the authority to make changes to bookings. All enquiries should be directed to the Site Assistant.

## Community Access

Community / charity uses must be self-financing. Groups requiring a meeting venue for occasional gatherings may access a room on the campus free of charge, subject to the following conditions:

- 1 No charge is made of participants
- 2 The group is a non-profit making organisation
- 3 The group is working towards improving conditions and circumstances for members of the community
- 4 The meeting takes place during existing site management shifts
- 5 The group have been recommended for free use of facilities by a member of the Extended Colleges forum

## Youth Services

Local Youth Services may share Federation facilities and providing there are no additional costs to LeAF there will be no charge for occasional use of the LeAF campus facilities. Providing the above conditions (1-5) are met.

### ***Hirer's Commitment:-***

- To treat the premises with respect
- To report any problems
- To pay all invoices on time
- To request any changes to the agreement in writing
- To give a minimum of 5 working days' notice
- To work in partnership with the Federation
- NO SMOKING is permitted on campus

### ***Federation's Commitment:-***

- To help local groups
- To treat each group fairly and equally
- To provide the facilities booked
- To develop its members
- To provide at least 5 working days' notice in respect of any changes of the booking unless due to unforeseen circumstances
- To work in partnership with the local community