

Grace Academy Coventry

Lettings Policy

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Lettings Policy

1. Introduction	3
2. Availability	3
3. Procedure	4
3.1 Enquiries	4
3.2 Approval of Use and Monitoring Bookings	4
3.3 Booking Confirmations	4
3.4 Invoicing	4
3.5 Payment	4
3.6 Cancellations	4
3.7 Reception, Health and Safety Rules	4
4. Prices	5
5. Forms	
5.1 Lettings Booking Form	6
5.2 Community Use Form	8
5.3 Lettings Terms and Conditions	9
5.4 Cancellation Form	10
5.5 Lettings Register	12
5.7 Health and Safety Rules	13
5.8 Incident / Damage Report Form	14

Lettings Policy

1 Introduction

We take great pride in our building, facilities and services. Our single footprint, multi-million pound Academy is designed to meet the needs of our students and the requirements of the whole local community.

2 Availability

The Academy may be used on regular and specific evenings for Academy events such as parents evening. Academy events will take priority over lettings and therefore the Academy diary should always be considered when booking.

At all other times and according to our 'Community Use Agreement' Grace Academy will give priority use to sports and physical activity development programmes during the 'Community Use Period' (5:30pm to 09.00pm weekdays during Academy term time, and between 9.00am to 09.00pm during the week in Academy holidays.

If the facilities are already booked, the Facilities department will consider what negotiations can be made to accommodate the bookings of a clashing enquiry and look to secure both bookings.

Lettings Policy

3 Procedure

3.1 Enquiries

Enquiries should be emailed to coventrysiteservices@graceacademy.org.uk or discussed over the phone.

Approval of Use and Monitoring Bookings

All enquiries will be subject to a check of appropriateness against Grace Academy values before approval is given or a booking accepted.

3.2 Booking Confirmations

The Facilities team will communicate the cost to the enquirer. On their acceptance and wish to proceed, the facilities will be booked. If the enquiry was made over the phone, the enquirer will need to either come into the Academy as directed by reception or the facilities team to sign in agreement to the terms and conditions, send a signed form in the post, or scan and email it in to the Facilities team within the academy.

The 'Booking Confirmation Section' of the form is completed, indicating who confirmed the booking with the enquirer, the date and indicating who was included in the communication of the confirmation. The cost of the booking should also be detailed on the form.

The now complete Lettings Booking Form is copied as a booking confirmation to all the relevant parties within the academy this may include although it is not limited to the customer, the finance team (for invoice), the portal, the catering staff, the cleaning staff, reception and any other staff who's regular working environment may be affected by a booking – for instance the form tutor of a classroom booked the evening before. By signing the booking form you are giving your consent for your details to be distributed in this way and for this purpose.

3.3 Invoicing

Accounts will raise the invoice with relevant VAT rates applied for various aspects of charge and they will then forward it to the customer, copying it by email to the Facilities team, Caterlink (where applicable for refreshments), and Reception, if appropriate. This process should be accomplished within 48 hours of the initial enquiry confirmation. Annual bookings shall be invoiced in advance three times a year in September, January and April.

3.4 Payment

All bookings have to be paid for in advance. The Academy will advise as to its specific requirements upon the type of booking made i.e. one off, long term or immediate.

We accept BACS payments and our bank details can be found on our invoices.

Payment must be made in advance prior to the facilities being used.

3.5 Cancellations

In the event that the hirer or the academy have to cancel a session no refunds will be given. If the hirer cancels then full payment is due as the academy cannot let that facility to another user. Should the academy cancel the customer is to be informed immediately and an agreement reached as to the date and time of a replacement session using the same facilities as originally booked.

Lettings Policy

In either case the Lettings Cancellation Form will be completed by the team and copied to all relevant internal and external parties.

3.6 Reception, Health and Safety Rules

All customers are to report first to the pre agreed meeting point where they will pick up their prepared Lettings Register.

On the first session of any particular booking or prior to their booking taking place, the lead contact person is required to arrive 15 minutes in advance of the activity time. They will then:

- i. Have the Health and Safety Rules and Incident / Damage Report Form Explained. (A paper copy is provided in their lettings pack but also with the register each session)
 - Be shown to their facility
 - Be shown how to contact the appropriate person in case of an incident, - if provided and what to do if they find facilities not in good working order
 - Be shown which toilets to use and where to find refreshments etc (if provided)
 - Sign to take responsibility for their whole group
 - Collect all their visitors from Reception
 - Additional information may be sent by text when required i.e. adverse weather conditions

4 Prices

Prices will be reviewed by the Principal on an annual Basis and are available upon request.

Lettings Policy

Lettings Booking Form

Name Of Applicant:

Name Of Organisation:

Address for Invoice and Correspondence:

Contact Number:

Email Address:

Status – (Please Circle) **Individual** **Club** **Charity** **Company**

Company or Charitable Number:

Purpose/Activity for which Letting is required:

Circle which one is appropriate: Private Club / Open to Community Participation

Facilities Required including equipment hire:

Is this for Adult or under 16 use?

Dates Required:

Start Time:

Finish Time:

Estimated Numbers:

Lettings Policy

Terms and Conditions for Grace Academy Lettings

- 1.
2. **General Conditions for Hire**

The Facility is available for hire provided that the use does not conflict with the educational activities of the Academy or the use of the Facility creates any nuisance to the neighbourhood. For booking the Facility a Lettings Enquiry Form must be completed and submitted to the Academy for approval. The times of use should include time for preparation and clearing up. The Facility should be vacated promptly. The Academy reserves the right to make an additional charge if an event overruns the agreed time of use or if Academy staff need to clear a Facility after use if the Hirer fails to do so.
3. **Acceptance of a Letting Enquiries are Confirmed in Writing**

When a letting enquiry is confirmed by the Academy, a copy of the form with the authorisation signed by the Academy will be sent to the Hirer. No public announcement should be made concerning the use of the Facility until the authorisation has been received. The Hirer will only be admitted to the Facility identified in the Letting Enquiry Form. The Academy reserves the right to make an additional charge for additional areas used. For review and improvements to services, please keep a register of numbers attending. A hirer must not sub-let.
4. **Payment**

Payment in full is due no later than 30 days before the use of the Facility. If the booking is made less than 30 days prior to use of the Facility, payment in full is due upon booking. Annual bookings shall be invoiced three times a year in September, January and April. Standing Order forms are available. If payment is not received by the date of hire, the Academy, at its sole discretion, reserves the right to cancel the booking. In the event the Academy has not exercised its right to cancel the booking and if payment is not received by the agreed time for use of the Facility, the Academy may, at its sole discretion, allow the Hirer the use of the Facility but an additional reasonable charge may be made, the amount of such charge depending on the Facility in question.
5. **Cancellation of a Letting**

By the Hirer: The Hirer must notify the Academy of cancellation at least three full working days prior to the date of use of the Facility and complete Lettings Cancellation Form. The full amount of the letting will always be payable.
By the Academy: The Academy reserves the right to cancel any booking and although an explanation will usually be given, the Academy may cancel without giving any reason. Note - To protect the Astro Turf a covering of frost or snow on the Astro Turf will require cancellations of bookings.
6. **Safety and Incidents**

The Hirer has been supplied with the Rules. The Hirer is responsible for any accident or injury that occurs when using the facility and for undertaking their own risk assessment, prior to them taking place and in order to manage the safety of all participants. The Academy does not provide a First Aider. In the event of an accident or incident, the Hirer agrees to notify the Academy and to complete an Incident/Damage Report Form immediately. The Hirer will provide the Academy with a completed Lettings Register on arrival to use the Facility. Nothing in these Terms and Conditions shall limit or exclude the liability of the Academy in the event of death or personal injury due to negligence of the Academy.
7. **Damage**

The Hirer is responsible for all damage, loss or injury to persons, equipment or premises which occur within the Academy premises and grounds as a result of the Hirer or its group use of the Facility. The Hirer is responsible for arranging insurance to cover its use of the Facility. The Hirer will inform the Academy immediately upon arrival if the Facility is in an unacceptable or damaged condition. The Hirer must leave the Facility in a good, clean and tidy state. The Academy reserves the right to charge for any additional cleaning or repair work as a result of damage occurring to the Facility during the Hirer's use, all lettings will be suspended until payment is received in full for any damage caused. If the Academy loans equipment to the Hirer and this is damaged, the Hirer agrees to inform the Academy immediately upon such damage occurring and to complete the Incident/Damage Report Form before leaving the Facility. The Hirer agrees to repair or replace within 72 hours any equipment so damaged or pay the cost of repair or replacement within 72 hours from when it is so notified by the Academy. The Academy shall not be so liable to the Hirer whether in contract or tort (including negligence) for any losses including, but not limited to, loss of profit, loss of goodwill, loss of business or any special, indirect or consequential damage. If damage becomes a regular occurrence or is an act of obvious vandalism the academy reserves the right to cancel any ongoing lettings no refunds will be offered.
8. **Hirer's Property**

The Academy shall not be liable for any loss, damage or injury to property, equipment or vehicles brought onto the Academy's site. All such items shall be removed immediately after the use of the Facility has ended. The Hirer is responsible for arranging insurance to cover the use of these items.
9. **Food, Alcohol, Smoking & Gambling**

No food or alcohol shall be brought onto Grace Property by the Hirer unless specifically agreed with the Academy at the time of booking. The sale of alcohol is not permitted unless prior written consent of the Academy is obtained. If agreed, the Hirer will, at its own expense, comply with the requirements of the Licensing Act 2003. No betting, gambling or gaming is permitted on Grace Property. No smoking (OR THE USE OF ELECTRONIC CIGARETTES/VAPING)) will be permitted anywhere on Grace Property.

For safety and hygiene reasons children under the age of 14 are not permitted in the Academy kitchen. (WE DO NOT ALLOW ANY HIRERS INTO THE ACADEMY KITCHENS REGARDLESS OF AGE)

10. Right of Admission

The Hirer hereby allows the Academy free and unfettered admission to the Facility at all times during the Hirer's use of such Facility and to any persons so authorised by the Academy.

11. Maintenance of Good Order

The Hirer must maintain good order and operate security measures during the use of the Facility. No unauthorised persons shall use the Facility or any part of Grace Property. The Hirer must ensure appropriate footwear is worn when using sports facilities, including the Astro Turf Pitches, Gym and Sports Hall. No bladed studs are permitted on Astro Turf and no black plimsoles are permitted in the Gym. No unauthorised electrical equipment shall be used in the Facility.

12. Licensing and Content

If the Hirer wishes to provide public music, dancing or other public entertainments, it must, at its own expense, obtain all necessary public entertainments licences etc ('Licences') and show such Licences to the Academy on demand. The Hirer shall be responsible for any payments due to Phonographic Performance Limited for a performing rights music licence or the Phonographic Performance Limited, for a phonographic performance licence. In addition, the Hirer will be responsible for compliance with all other appropriate legislation (including but not limited to the Children's and Young Persons Act 2008, the Theatres Act 1968, Cinematography Act 1909 and 1952 and the Licensing Act 2003). No play, film or performance shall be shown or performed by the Hirer that may in any way be offensive to public feeling. The Academy shall not be liable for any infringement of a third party's intellectual property rights by the Hirer during the Hirer's use of a Facility.

13. Noise levels and offensive Language

Noise must be contained to a reasonable level at all times and after 10.30pm no noise shall be audible in any of the neighbouring homes. No potentially offensive language is to be used.

Cancellation Form

Name Of Applicant:

Name Of Organisation:

Address for Invoice and Correspondence:

Contact Number:

Email Address:

Reason for Cancellation:

Facilities Not Required including equipment hire

Please list all details of dates and the start and finish times that you wish to cancel
Date(s) to be cancelled:

Important Information - Cancellation of a Letting

By the Hirer: The Hirer must notify the Academy of cancellation at least three full working days prior to the date of use of the Facility and complete Lettings Cancellation Form. The full amount of the letting will always be payable.

By the Academy: The Academy reserves the right to cancel any booking and although an explanation will usually be given, the Academy may cancel without giving any reason. No refunds will be given however an additional session, using the same facilities as originally booked will be provided by the academy on an agreed time and date. Note - To protect the Astro Turf a covering of frost or snow on the Astro Turf will require cancellations of bookings.

I wish to cancel the lettings listed above:

Signature: _____

Date: _____

Print Name: _____

Please return this form to Grace Academy Coventry for the attention of 'Facilities Team – Lettings'.

Agreed on behalf of Grace Academy by:

Signature:

Date: _____

Print Name:

Health and Safety Rules

On the first session of any particular booking, the lead contact person is required to arrive 15 minutes in advance of the activity time. They will then:

- ii. Have the Health and Safety Rules and Lettings Incident / Damage Report Form Explained. (A paper copy is provided in their lettings pack but also with the register each session)
 - Be shown to their facility
 - Be shown which toilets to use and where to find refreshments etc.
 - Sign to take responsibility for their whole group
 - Collect all their visitors from Reception

General Health and Safety Issues

- Smoking not permitted in any part of the building or grounds
- Alcohol is not permitted in any part of the building or grounds
- In case of emergency contact the site services team
- Hirers and their groups need to report to Reception and sign in on arrival

Fire Regulations

- The Hirer must make sure that their group is aware of the nearest fire exit, fire alarm, fire extinguisher and fire assembly point
- On discovering a fire, set off the nearest fire alarm and exit the building at the nearest exit and make your way immediately to the fire assembly point
- On hearing the fire alarm, leave the building by the nearest available exit and make your way immediately to the fire assembly point
- Call the Fire Brigade, the number is 999 and is free
- Close all doors behind you
- Do not take any risks, do not collect any belongings
- Do not leave the assembly point or return to the building until instructed to do so by the fire warden

I have undertaken the induction meeting and understand the Health and Safety Rules

Signed _____

Print Name in Capitals _____

Date _____

Lettings Policy

Incident / Damage Report Form

Name Of Organisation:

Contact Number:

Email Address:

In the event of an incident / injury during your letting period, please complete all the information below:

Lettings Policy

Date the incident occurred:

Time:

Brief description of incident:

Where the incident took place:

Details of any action taken:

PLEASE RETURN THE COMPLETED FORM TO SITE SERVICES BEFORE YOU LEAVE THE SITE FOLLOWING THE INCIDENT. YOU WILL ALSO BE REQUIRED TO PROVIDE PHOTOGRAPHIC EVIDENCE.