



St Anne's Academy

Letting / Community Use Policy

Reviewed and approved by	Endorsed by (if appropriate)	Date of next review
Standards Committee on 22 nd March 2011	Governing Body 5 April 2011	March 2015
Assets Committee 4 March 2015	N/A	Spring 2019



Lettings / Community Use Policy

Introduction

The mission and philosophy of the Academy is:

- To be an inspirational community for life long learning, underpinned by Christian faith, values, principles and ethos
- To be an inclusive centre of learning
- To recognise the unique value and individuality of every person and to provide personalised learning routes, coaching and support for everyone
- To model high expectations
- To assist and support the regeneration and transformation of the local community.

This policy, and its associated procedures and protocols, is based on these key principles.

All references in this document to the Local Authority/School means the Governing Body of St Anne's Academy.



Lettings / Community Use Policy

Policy Principles

The Academy is willing to let its property for the following reasons:

To promote the sensible and just use of its property for the mutual benefit of the Academy, groups and individuals in the community and in accordance with its Christian ethos.

To raise revenue which will be used for the educational advantage of the students of St Anne's Academy.

The Academy will not let its property for the purpose of political meetings.

Guidelines

The Academy has priority use of the property.

The Academy will always seek to at least cover its costs unless it is the direct beneficiary of a fund-raising activity.

The Academy will seek to treat hirers fairly.

Hirers will be expected to respect Academy property and honour all Academy and legal regulations which may be in force at any time.

There will be three categories of letting, a category being determined by the "purpose" of the letting. The categories are:

- a) Commercial
- b) Community
- c) Educational i.e. to directly benefit the Academy

Commercial lettings are those where the hirer is a profit-making organisation, group or person who wishes to use the Academy facilities for the purpose of a commercially profitable activity. These lettings will be charged at a tariff which is financially profitable to the Academy after taking into account all associated costs of the letting itself.

Community lettings are those where the hirer is a locally based community group, not-for-profit organisation or user and for which the letting could have an indirect benefit to the Academy through the promotion of community use. These lettings will be charged at a tariff which covers the associated costs to the Academy of providing the letting but excludes a profit margin.

Educational lettings are those where the hirer and purpose of the letting itself is directly connected to the delivery of educational services. As such, there is a direct benefit to the Academy and these lettings would be permitted without charge to the hirer.

The Principal reserves the right to exercise full discretion in determining the applicable charging category for individual lettings.

Implementation

An annual review will take place in the summer term and, on receipt of a report from the Director of Finance, the Principal will:

- a) Set the hire charge for each category and each type of hire for the next academic year
- b) Review the category of any individual letting

Individual lettings will be managed by the Academy in accordance with this policy.

Categories will initially be determined by the Director of Finance for presentation to the Principal. Where further clarification is sought, these will be presented to the Assets Committee.

The Academy's own insurance policy includes cover for hirers' liability.

All hirers will complete a lettings agreement to be retained in the Finance Office.