LETTINGS POLICY

Hadrian Academy

Date Reviewed	01 October 2025
Author	Saba Patwa - School Business Manager & CFO
Approved By	Finance & General Purposes Sub-Committee
Approval Date	13 October 2025
Next Review	October 2026

This policy sets out current procedures as exemplified in the 'school lettings package', and takes due notice of the EFA funding agreement.

The Academy itself sets charges. This function is delegated to the Finance and General Purposes sub-committee of the governing body. (See terms of reference, finance).

Issues relating to all lettings.

General conditions of hiring. See Appendix 1.

Regular lettings are required to have a Safeguarding Policy – each group that hires the hall where children are part of the group is required to hold a policy that ensures children are safeguarded. This will form part of the letting agreement.

Health and safety – each hirer will be shown the locations of the maps of the Academy showing the fire exit points, location of fire extinguishers, fire blankets etc. and it is their duty to inform occupants.

Insurance – The Academy's public liability insurance covers any damage arising through its own negligence.

All hirers need their own public liability insurance to cover their own negligence. Minimum level of £5 million.
Copy of insurance certificate to be given to Academy before letting (original to be inspected).

Licensing - Copy of licence (if needed) to be given to the Academy before the event.

Polling Station
The Academy is obliged to agree to provide its premises for this function.
Charges must reflect only the reasonable additional costs incurred.

Long Term Lettings

A contract is drawn up and signed by the academy and the hirer setting out:-

(i) Days and time of usage
(ii) Current fees
(iii) One term's/month's notice to terminate the agreement for either party
(iv) Proof of third party insurance cover i.e. photocopy of certificate of insurance
(v) Any other relevant matters

The finance committee reviews charges annually.

Short Term Lettings

The Academy gives priority to parent's evenings, concerts, Hadrian Parent Teacher Association events.

The principal consults the chairman of the finance committee when a request is made. If possible formal permission is sought and obtained at governors' meetings.

Calculating charges

Each letting of a singular nature shall be charged at a rate that reflects the event and the provision required. All costs listed below must be considered:-

- Energy costs.
- Administrative costs, including opening up and locking up.
- Wear and tear.
- Cleaning & site agent costs.

Where appropriate, if alcohol is served on the premises a licence is required if it is a singular letting.

Review

This policy is to be reviewed annually. The next review will be Autumn 2026.

Appendices.

1. General conditions of hiring/notes/map of the Academy.
2. Copy of specimen long and short term contracts.
3. Current lettings and charges.

Appendix 1 General Conditions of Hiring

1. All applications must be agreed in writing. The Governors reserve the right to refuse any application without stating their reason for doing so.
2. Applications will not be considered from persons under 18 years of age.
3. The precise purpose for which the accommodation is required must be stated clearly and fully on the application form.
4. Maximum numbers - Hall - 220
5. The hirer is responsible to the Governors for any loss or damage to the building, furniture, fixtures or fittings, caused or contributed to by any negligence, lack of control or misconduct on the part of the hirer, his servants or agents or any person making use of the accommodation in connection with the hiring.
6. Use of the kitchen is by arrangement with The Kitchen Manager and academy. A separate fee is payable for this which must be negotiated separately.
7. Regular lettings must provide a written copy of their Child Protection Policy.
8. The Governors accept no responsibility for loss or damage to any vehicle parked on the Academy premises during any function. You are requested to ensure that minimum disruption is caused to local residents.
9. **SMOKING/VAPING AND ANY ALCOHOL CONSUMPTION IS STRICTLY PROHIBITED WITHIN THE ACADEMY BOUNDARY (In line with Government legislation).**
10. All arrangements should be made via the School Business Manager :-

    Mrs S. Patwa, c/o
    Hadrian Academy, Hadrian Avenue,
    Dunstable, LU5 4SR
    Tel : (01582) 618400
    sbm@hadrianacademy.co.uk

11. The premises must be left in a clean state after the function.
12. The hirer is responsible for providing stewards in the ratio of 1 : 20.
13. Please refer to the attached sheet for locations of exits, fire extinguishers and meeting points in case of emergency evacuation.
14. Parking should be on the playground only. Avoid parking in Hadrian Avenue.
15. Please note that if you have a safeguarding concern, please contact one of our Safeguarding leads:

    Ross Griffin - 07460 869965
    Marion Auker - 07548 924405
    Sarah Norris - 07580 132443
    Adam Roxburgh 07871545119
    Gaynor Sparrow - 07947492365

16. Use of the trim trail next to the playground is strictly prohibited.
17. The school's Safeguarding policy must be consulted and followed when dealing with external organisations that work with children or young people. The school is committed to safeguarding and promoting the welfare of children and young people and expects all 3rd parties to share this. You will be asked for a copy of your Safeguarding policy and DBS documents if applicable.

18. All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Principal before approval is given. The school will contact the Access and Referral Hub if they suspect that the letting or gathering has been used for political purposes, not previously authorised by the Principal, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

Considering application for lettings the Principal, or delegated officer, will decide on the approval of the application with consideration to:

- Interference with school activities – priority at all times should be given to school functions
- The availability of facilities
- The availability of staff to open and close the premises
- The school's safeguarding policy
- Health & Safety considerations in relation to the number of users, type of activity, qualifications of instructors, etc.
- Type of activity and our duty with regard to the prevention of terrorism and radicalisation
- Adequacy of management procedures in place during the hire
- Appropriateness of the letting and whether it is deemed compatible with the ethos of the school

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…..……..

I have read the above information and agreed to the conditions of hiring.

Signed …… Date ……..……

Hadrian Academy,
Hadrian Avenue,
Dunstable, LU5 4SR
Telephone: 01582 618400
Email: office@hadrianacademy.co..uk
Web: www.hadrianacademy.co.uk

Chairman of Directors: Mrs K Stern
Principal: Mr R Griffin

Achieving Excellence Together

APPLICATION FOR USE OF SCHOOL PREMISES
Please read the attached notes.

Name of Applicant:
……
Tel No (Day) ……. (Evening)
……..……

On behalf of (Name of Society/Company, etc) ….……..…….…….
Address:
……..

……..

Parts of premises required:
……..……
(See Note 1)

If school kitchen is required please give name and address of caterers, if applicable:
……..……
……..
Tel No:
……
…

Days(s) and date(s) of hire: …….
Hours of hire (see Note 3) From: ……..……..
To: ……..…….

Purpose of hiring:
……..……

Approx number attending: ……...…….

Other relevant
information…….…….

Public Liability Insurance Policy No.: ……

Company Name:
……

I/We apply to use, and if granted use, agree to hire the parts of the premises mentioned above subject to the attached conditions on the use of the school which I/we have read and with which we agree to comply.

Date: ……..…… Applicant's signature:
……..…….

Agreed ……. Charge/donation: £

(To be paid to Hadrian Academy)

NOTES

1. Hirers should indicate exact accommodation required e.g. hall, hall and foyer, classroom(s), lavatories, kitchens etc. and state if piano or other equipment is needed.

2. If a licence is needed e.g. for a performance, alcohol, etc., the hirers must make an application to the **appropriate licensing authority at least 21 days** before the event. A copy to be given to the academy.

3. The hours of hiring include time for preparing for the event and clearing up afterwards.

4. The hirers must be able to show that they are insured and able to indemnify the governing body of the Academy if it has to repair, replace or make good any part of the Academy premises or contents which may be lost, damaged or destroyed as a result of the hirer's use. A copy of public liability insurance must be provided for the Academy.

5. The hirers should familiarise themselves with escape routes and the position of fire alarms and fire extinguishers. They should ask the Academy site manager to show them these. If there is a fire, the hirers should call the Fire Service.

6. Hirers will be charged for the use of the premises if notice of their cancellation is less than one week.

7. All hirers should have a mobile phone on the premises.

8. Community Groups are allowed to use the facilities by nil arrangement however they must have valid insurance in place.

9. Due to the current Covid situation, any lettings must provide a comprehensive Risk Assessment along with a statement of the cleaning of their area after use.

17th September 2024

Dear Liz Shea,

Hadrian Academy Trust writes to confirm the general arrangements in place for the Lettings Agreement and asks you to sign and return one copy and retain the other copy for your records.

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Lettings Agreement for Luton & Dunstable Rock Choir

(i) Days and times of usage.

Each Tuesday during term time from 6.30pm to 9.30pm.

Any changes in these times to be made by mutual agreement.

Hadrian Academy Trust will give as much notice as is reasonably possible if the building is required for Academy use on a Sunday morning.

(ii) Fee to be reviewed annually. – Increase of 3%

Fees - Flat rate of £70.00 per session for use of the Hall..

This includes heating, use of the hall, lavatories in the administrative block, hall chairs, piano, data projector and any other furniture / equipment mutually agreed.
Fees for any other usage to be negotiated separately.

(iii) One term's notice to terminate the agreement for either party in writing.

(iv) Proof of third party insurance cover i.e. photocopy of certificate of insurance.

(v) You are required to have a child protection policy to safeguard any child in attendance.

This agreement to be reviewed and renewed annually.

Signed on behalf of Luton & Dunstable Rock Choir ……

Signed on behalf of Hadrian Academy Trust ……..……

Hadrian Academy Trust,
Hadrian Avenue,
Dunstable,
LU5 4SR

Date:

Information for lettings in September 2024

	Organisation	Times	Current Charge
Saturday			
Sunday			
Monday			
Tuesday	Rock Choir	6.30 - 9.30pm	£70 for 2 hours (started Sept24)
Wednesday			
Thursday			
Friday			

Free lettings: Association of Hadrian Academy planning meetings and functions.