



**The Kite
Academy
Trust**
Flying high
together

KITE ACADEMY TRUST

INCOME & LETTINGS POLICY

P1113

Contents

| | | |
|----------|--|----------|
| 1 | Introduction | 1 |
| 2 | Hire & Charges | 1 |
| 3 | Lettings Administration | 1 |
| 4 | Health & Safety | 1 |
| 5 | Review of Policy | 1 |
| | Document Management | 1 |
| | Appendix 1 - Terms & Conditions of Hire/Use of Academy Premises | 2 |
| | Appendix 2 - Charges for use of Academy Premises 2024/25 | 3 |
| | Appendix 3 - Lettings Application Form | 4 |
| | Appendix 4 – Hire & User Agreement | 5 |



The Kite
Academy
Trust
Flying high
together

1 Introduction

The Kite Academy Trust recognises the role of each of its academies within their communities and welcomes the use of the academy premises for a variety purposes, providing beneficial leisure and other opportunities.

2 Hire & Charges

An academy's delegated budget will not be used to subsidise any lettings by community or commercial organisations.

In operating this policy, the needs of an academy should be given priority. Use of academy premises by the academy, or on behalf of the academy (e.g. Parent Teacher Associations), are not subject to the charging elements of this policy.

The Kite Academy Trust reserves the right to make a charge for the use of the academy premises. The charge may vary according to the letting.

See Appendix 1 for Terms & Conditions of Hire of Academy Premises.

See Appendix 2 for the Charges for use of Academy Premises.

The Kite Academy Trust reserves the right to make a charge for cleaning services or repairs should the premises not be left in a satisfactory condition following a letting.

3 Lettings Administration

All lettings of academy premises shall be documented, including those where no charges are made.

All Hirers must complete a Lettings Application Form (Appendix 3) and receive a copy of the Trust's Terms and Conditions of Hire of Academy Premises (Appendix 1).

Once costs have been agreed according to the Charges for use of Academy Premises (Appendix 2), the Hirer must sign a Hire & User Agreement (Appendix 4).

4 Health & Safety

The Kite Academy Trust and its academies are committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring that safeguarding measures are in place rests with the Hirer rather than the academy. Hirers providing services to children must have DBS checks, policies and procedures in place to ensure children's safety; these must be supplied to the academy on request. It is the responsibility of any Hirer, as an employer, to carry out DBS and other checks on its staff.

During the period of the letting, it is the responsibility of the Hirer to ensure safety for all those making use of the premises and the safety of the members of the public who may be on the premises.

5 Review of Policy

This policy will be reviewed in the spring term and the schedule of rates for the forthcoming academic/financial year will be updated by the Kite Academy Trust.

Document Management

| | | | |
|---------------------------|---------------------|-----------------------|---------------------|
| Document ID: | P1113 | | |
| Last Review: | May 2024 | Review Period: | 1 year |
| Responsibility of: | Director of Finance | Ratified by: | Trustees (15.05.24) |

Appendix 1 - Terms & Conditions of Hire/Use of Academy Premises



The use of academy premises for purposes other than those of the academy itself is subject in all respects to the following terms and conditions:

1. Application for Hire

Hirers must complete an application form and must sign to confirm that they have read and agreed to the Terms and condition of hire. A letting will only be confirmed on receipt of the completed application form and a copy of proof of relevant public liability insurance. Under no circumstances will a letting be allowed until all paperwork has been received.

2. Payment Terms

- i. A deposit may be requested for certain lettings;
- ii. An invoice will be issued and payment is due by return;
- iii. Payment for ongoing lettings shall be paid in advance termly
- iv. All users must be covered by insurance. If the Hirer's public limited insurance is less than £5,000,000.00, Hirers will be charged an additional 15% of the letting charge.
- v. The Kite Academy Trust reserves the right to charge for additional overheads such as lighting or heating. These charges will be made clear prior to the booking confirmation.
- vi. The Kite Academy Trust reserves the right to make a charge for cleaning services or repairs should the premises not be left in a satisfactory condition following a letting.
- vii. A minimum charge of 1 hour per letting is requested

3. Academy Hire

Hirers will only have access to areas specified in the Lettings Application. In no circumstances is access permitted to any other part of the premises or unauthorised use of any outside area. Booking times must allow sufficient time for preparation before, and clearing away after, the letting. Academy equipment may only be used with prior agreement. Alcohol must not be consumed on site, unless agreed as part of the letting and the relevant licence has been obtained. Under no circumstances is sub-letting permitted.

4. Site Management

Charges for Site Manager services for the security of the building may be applied (see Appendix 2 - Charges for use of Academy Premises).

5. Site Security

For lettings outside of normal academy hours, the Hirer is responsible for the security of the premises; the Hirer must not leave the premises unattended and insecure. Should the Hirer need to leave the premises before the end of the letting period, contact must be made with the key holder.

6. Cancellation

Cancellation of a booking must be made in writing, with at least two weeks' notice, to the academy office. Any deposit paid may be refunded at the discretion of the Academy Head Teacher in consultation with the Business Services Finance Team.

7. Key Holders

Please note that, should alarms be triggered on entry and/or closure of premises, charges imposed by the alarm company may be re-charged to your company.

8. Health & Safety

During the period of the letting, it is the responsibility of the Hirer to ensure the safety of those making use of the building and the safety of the members of the public who may have cause to come onto the premises.

The Hirer is responsible for ensuring that good order is kept on the premises and that the premises are left in a clean and tidy condition. All mains powered electrical equipment brought onto the academy premises must be safe and evidence may be required that it has a valid test certificate.

The Hirer should must read the Fire & Safety regulations of the premises. It is the responsibility of the Hirer to carry out fire drills and organise their own fire procedure. The Hirer must read the red Emergency Information file held in the academy's office/reception area.

It is the responsibility of the Hirer to provide first aid equipment and trained personnel.

9. Safeguarding

The Kite Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring safeguarding measures are in place rests with the Hirer, not the academy. Hirers providing services to children must ensure that DBS checks, policies and procedures are in place and must be supplied upon request.

10. Risk Assessment

The Hirer must complete their own risk assessment.

Appendix 2 - Charges for use of Academy Premises 2024/25



| Hire | Charges | |
|---|---------|---------|
| Hire (for pupils of Kite academies only) | Hourly | Daily |
| Hall hire | £26.00 | £105.00 |
| Classroom hire | £21.00 | £79.00 |
| Field hire | £26.00 | £158.00 |
| Playground/Car Park hire | £26.00 | £158.00 |
| Private & Commercial Hire | | |
| Hall hire | £37.00 | £158.00 |
| Classroom hire | £26.00 | £105.00 |
| Field hire | £37.00 | £158.00 |
| Playground/Car Park hire | £37.00 | £158.00 |
| Site Management | Charges | |
| Opening – weekday rate | £17.00 | |
| Closing – weekday rate | £17.00 | |
| Opening & Closing – weekend rate | £37.00 | |

Appendix 3 - Lettings Application Form



| | | | |
|--|---|----------------------------------|-----------------|
| Academy: | | | |
| Date of Hire: | Please tick type of hire: | | |
| until: | Commercial <input type="checkbox"/> | Private <input type="checkbox"/> | |
| excluding: | (copy of Public Liability Insurance must be provided) | | |
| Purpose of Hire: Please state if any 3 rd parties will be attending e.g. entertainer, bouncy castle etc.) | | | |
| Time of Hire: From: _____ To: _____ | Number of Attendees: (approximately) | | |
| Contact Name: | Company Name: (if applicable) | | |
| Contact Number: | E-mail: | | |
| Address: | | | |
| | Hire | Charges | Sessions |
| Hire (for pupils of Kite academies only) | | | |
| Hall hire (per hour) | | £26.00 | |
| Hall hire (per day) | | £105.00 | |
| Classroom hire (per hour) | | £21.00 | |
| Classroom hire (per day) | | £79.00 | |
| Field hire (per hour) | | £26.00 | |
| Field hire (per day) | | £105.00 | |
| Playground/Car Park hire (per hour) | | £26.00 | |
| Playground/Car Park hire (per day) | | £105.00 | |
| Private & Commercial Hire | | | |
| Hall hire (per hour) | | £37.00 | |
| Hall hire (per day) | | £158.00 | |
| Classroom hire (per hour) | | £26.00 | |
| Classroom hire (per day) | | £105.00 | |
| Field hire (per hour) | | £37.00 | |
| Field hire (per day) | | £158.00 | |
| Playground/Car Park hire (per hour) | | £37.00 | |
| Playground/Car Park hire (per day) | | £158.00 | |
| | Site Management | Charges | |
| Opening – weekday rate | | | |
| Closing – weekday rate | | | |
| Opening & Closing – weekend rate | | | |
| Total Agreed Charge of Let/Hire | | £ | |

Appendix 4 – Hire & User Agreement



Hire & User Agreement between the Kite Academy Trust (..... Academy)
and (the Hirer).

For the purpose of

On

Time from Time to

The Hirer / User agrees:

- To pay the sum of £ for the above letting;
- To the Terms & Conditions of Hire of Academy Premises (attached to this agreement);
- To provide a copy of their Public Liability Insurance Policy document;
- The premises will be left in a clean and tidy condition at the end of the hire and acknowledges that the academy is a non-smoking site and dogs are not permitted;
- Any damage caused or noticed will be reported to the Site Manager/Academy Head Teacher/member of staff as soon as practicably possible;
- They have been made aware of the academy's Emergency Information File and its contents

Where relevant:

- All staff are DBS checked **YES / NO**
- Risk assessment has been completed **YES / NO**
- First Aid Compliant **YES / NO**

By signing this agreement, the Hirer / User acknowledges, and agrees to abide by, Terms & Conditions of Hire of Academy Premises and the Income & Lettings Policy.

Signed:
on behalf of the Kite Academy Trust

Name:

Signed:
(the Hirer)

Name:

Date: