

Inspirational Learning Academies Trust
CHARGING & LETTING POLICY
Reviewed November 2017

Conditions for the Letting of our academy

The academy premises are provided for Educational purpose. No activity may be carried out which interferes with these purposes.

- Applications for the letting of the building must be made in advance to the trustees via the Headteacher.
- Apparatus, furniture or equipment belonging to the academy shall only be used for their proper purposes. Hirers are reminded that equipment should only be used with prior consent of the Headteacher.
- The promoters of entertainment and functions to which the public are admitted, shall be responsible for completing to the satisfaction of the trustees, all formalities in connection with the use of the premises for that purpose. Where the Chief Fire Officer or the Licensing Authority require additional facilities for the purpose of a letting (such as signs or lighting) which are not already installed, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.
- Payment for admission shall be deemed to include admission by ticket or programmes or by any other method which the making of a payment entitles a person to admission.
- No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bylaws of the LA and all necessary regulations against fire are complied with.
- The Hiring Body shall be responsible during the function or entertainment for which the premises are hired for ensuring all safety requirements and recommendations of any Licensing Authority or the trustees are complied with.
- Any limitation on the number of persons admitted, imposed by any Licensing Authority of the trustees must be complied with.
- Suitable qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending, so as to avoid personal danger and damage to the premises.

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- Permission will not be granted for the production of plays or music unless the Promoters have given proof either that royalties or fees for performing rights have been paid, or that the publishers have been notified, as the case may be.
- Intoxicating liquor will not be brought into, nor consumed on the premises, without the prior consent of the Trustees. Where such consent is given it is on the understanding that the Hirer complies with the Licensing Laws.
- The trustees do not permit smoking anywhere in the building or grounds. The Hiring Body will be responsible for taking adequate precautions to prevent the risk of fire and for ensuring no damage to floors and furniture.
- The Hirer shall be responsible for reimbursing the full cost of any damage occasioned by users to premises, furniture, apparatus and equipment. They will be required to indemnify the academy against any liability at law in respect of any accident involving death or bodily injury to any person, or damage to, or loss of any property real or personal and happening consequent upon or in connection with the use of the premises.
- The Authority has a insurance policy which will provide cover for the Hirer, should any such claim arise, with exception in cases where the Hirer is a political organisation or a professional entertainment promoter, unless by prior arrangement with the Headteacher and trustees, who will be required to obtain separate third party insurance cover, on terms to be approved by the trustees.
- The parking of vehicles on the academy's property shall be permitted in approved area only on condition that persons bringing such vehicles onto the premises do so at their own risk. They must accept responsibility for any damage to the academy's property or injury to any person whether connected with the establishment or not, caused by such vehicles and their presence on the said premises.
- The hiring body shall comply with such additional conditions as the governors or the Headteacher may require in writing, to be observed for particular letting

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- Due to limited caretaking time, this academy will allow letting on the understanding that the academy is able to accommodate the letting time etc. There is a charge for this service. This includes the use of the Hall, any outbuildings and fields/pitches.
- In case of either party terminating the hiring contract, there will be a period of notice of 1 week on either side.