



The
Maltby Learning Trust

MLT Lettings Policy

Date Last Reviewed: June 2018
Reviewed by: Chief Operations Officer
Approved by: SRFA Committee
Next Review Due: April 2019

1. PRINCIPLES

The Maltby Learning Trust (MLT) is committed to letting the Academies premises and facilities (e.g. Halls, Classrooms, Sports facilities etc) and to maximise the income received from these lettings for the benefit of the Academy and its students.

We aim to:

- Generate additional income for the benefit of its students
- Allow lettings to three main categories:
 - Sports Clubs
 - Community Use
 - Commercial Use
- Ensure there are clear 'Conditions of Hire' and 'Scale of Charges'
- Ensure insurance and Health & Safety requirements of lettings are met in full.

2. PRACTICES

With the aforementioned aims in mind, it is the Policy of the Trust that:

- The use of the premises for academy functions will take priority over lettings.
- The SRFA Committee of the MLT will set charges annually for lettings. The annual review of lettings charges will be undertaken in the Summer term with charges commencing from September each year:
 - Lettings to sports clubs and community groups involving children under the age of 16 years will be charged at discounted rate (50% reduction excluding the caretaking/security charge).
 - Lettings to locally based adult clubs may be eligible for a 25% reduction on the unit price, providing that they engage with the Academy Trust, to promote the development of junior sport.
 - Lettings to all other hirers will be charged at full cost.
 - External charges for the use of the floodlit facilities will be further reduced in the months of May – August. The SRFA Committee will set the charges for this period, annually.
- The Trust will retain income derived from lettings, and costs incurred by the Academies for the letting of facilities will be met from this income.
- The Trust's premises will not be let out to individuals or organisations if there is a reason to believe that the name of the Trust will be brought into disrepute.
- Decisions whether to permit lettings will be made by the SRFA Committee on behalf of the Trust. If the CEO or COO believes that a letting should not be permitted he/she will report the reasons to the SRFA Committee.
- All persons hiring the Trust's premises will be expected to conform to the relevant Health & Safety regulations.
- The hirer is also required to supply the Trust with a copy of its procedures for Fire Evacuation of buildings and name(s) of responsible person(s).

Appendices

- Conditions of Hire
- Annual Scale of Charges

CONDITIONS OF HIRE

1. Wherever possible, bookings must be made 21 days in advance and the full hiring charge is to be paid 14 days after invoicing at the end of each month. Failure to settle amounts due on receipt of the 1st reminder will result in the lettings being terminated with immediate effect.
2. If the original hours of hiring are exceeded, then an additional charge equal to twice the hourly rate, will be made for each excessive hour or part thereof (e.g. 10 minutes overtime, the charge will be for 2 hours; 70 minutes overtime the charge will be for 4 hours etc.)
3. The hiring times must be from the time that the first person requires entry until the time the last person leaves the school grounds and must include preparation and clearing up time.
4. The Trust accepts no responsibility for loss or damage to cars parked on their Academies premises/car parks or the contents thereof unless such loss or damage is caused by the negligence of the Trust.
5. All fire exits to be kept clear at all times.
6. The Trust retains the right to refuse or cancel any application.
7. The Trust may cancel or terminate at any time, any hiring if there is any omission from, or misstatement in the application form; or if the premises are hired or used for any purpose for which they have not approved; or if payment is not made on time.
8. The hirer will be responsible for:
 - a) any damage which may be caused to the Trust's premises or its contents by any visitor, or
 - b) any loss or injury suffered by any person as a result of this hiring and the hirer shall indemnify the Trust in respect of any such damage, loss or injury.
 - c) The hirer shall be responsible for the behaviour of all their visitors at all times.
9. No smoking to be permitted on the Trust's land or within the Academy's buildings.

10. No noise, which is audible outside the Trust's Academy buildings, may be permitted and the hirer shall ensure that all visitors enter and leave the premises quietly. Excessive noise may cause hiring to be terminated.
11. No booking shall extend beyond the hour of 10.00 p.m.
12. All areas used by the hirer must be left in a tidy condition.
13. The hirer shall not cause, or permit, any person connected with the hiring to drive any nails, screws, or other fixings to the walls or floors; or into any furniture or fitting; or do, or permit to be done, anything likely to cause damage to the building or any such furniture or fittings.
14. The hirer shall pay to the Trust/Academy on demand, the cost of reinstating or replacing any part of the premises, or any property whatsoever belonging to the Academy, in or upon the premises, which be damaged, destroyed, stolen or removed during the period of hiring.
15. Electrical equipment, light sports equipment, e.g. balls/racquets are not included in hire charges.
16. Cancellation by hirer must be notified within 14 days of letting or the deposit will be forfeited.

I acknowledge receipt of and agree to comply with these conditions of hire:

Date: _____
Name: (Block Caps) _____
Signature: _____

**PLEASE RETURN ONE SIGNED COPY FOR THE ATTENTION OF THE FINANCE
MANAGER:**

Insert Academy Name
Insert Academy Address

APPENDIX 1

SCALE OF CHARGES

ATP

Juniors	£22 per hour	Per quarter pitch	
	£17 per hour	Per quarter pitch	Maltby Teams

Seniors	£27 per hour	Per quarter pitch	
	£22 per hour	Per quarter pitch	Maltby Teams

Sports Hall

£40 per hour
