



The
Maltby Learning Trust

MLT Lettings Policy

Date Last Reviewed: March 2019
Reviewed by: Chief Operations Officer
Approved by: SRFA Committee

1. PRINCIPLES

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

We aim to:

- Generate additional income for the benefit of its students
- Allow lettings that fall into three main categories:
 - Sports Clubs
 - Community Use
 - Commercial Use
- Ensure there are clear 'Conditions of Hire' and 'Scale of Charges'
- Ensure insurance and Health and 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 Spring 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 individual Academy will retain income derived from lettings, and costs incurred by the Academies for the letting of facilities will be met from this income.
- The Academy'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 Academy/Trust. If the CEO or CFO 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 and Safety regulations.
- The hirer is also required to supply the Academy/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 Academy/Trust accepts no responsibility for loss or damage to cars parked on their 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 Academy/Trust retains the right to refuse or cancel any application.
7. The Academy/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 Academy/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 Academy/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 Academy/Trust's land or within the buildings.

10. No noise, which is audible outside the 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 Academy/Trust 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 OFFICER:

Insert Academy Name
Insert Academy Address

APPENDIX 1

SCALE OF CHARGES

	Charges for 2019-20 Bookings	
MA	Per Hour	
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Hire of AGP		
Juniors	£23	Per quarter pitch
Juniors - Maltby teams	£18	Per quarter pitch
Seniors	£30	Per quarter pitch
Seniors - Maltby teams	£25	Per quarter pitch
	£25	Juniors/Seniors Maltby
Hire of sports hall	£32	Per hall
Hire of grass pitches	£25	Per pitch - no changing facilities
	£35	2 x pitches
	£50	3 x pitches
	£60	4 x pitches
Maltby Juniors grass pitch hire	£60	All field with changing facilities
STWA		
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Hire of floodlit MUGA	£20	Per MUGA
Hire of Sports Hall	£32	Per hall
	£25	Juniors/Seniors Edlington
Hire of Activity Hall	£25	Per hall
	£20	Juniors/Seniors Edlington
Hire of grass pitches	£25	Per pitch