



King's Academy Ringmer

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# King's Academy Ringmer

## “in pursuit of excellence”

### Lettings Policy

**Date:** Reviewed on 20 November 2020 to be agreed at FG on 25 November 2020

**Review date:** July 2021

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## **1. General**

It is the policy of the Governors that academy premises and facilities shall be available for use by outside bodies at the discretion of the Principal, subject to their not being required for use by any organised activity within the academy. It is a basic principle that premises and facilities are provided for use in the normal educational and extra-curricular life of the academy, hence any use by external bodies, groups or individuals will always be of a lower priority than any internal use.

## **2. Application**

All bookings are to be made using the attached booking form, and the person signing the application shall be deemed to be the hirer. Upon receipt of the booking form, the booking will be confirmed in writing by email.

## **3. Opening Times**

The academy opens daily at 7am all year round. The premises are open from Monday to Thursday until 9pm and Friday until 7pm during term times. The academy closes at 4.30pm during academy holidays. Lettings outside of these times will incur site staff charges on top of accommodation charges. The facilities are available for booking up to 11 pm on Friday and midnight on Saturday. There must always be a member of staff on site when the academy is open.

## **4. Payment**

Following the hiring, an invoice for the charges will be raised. Charges shall be due and payable within 30 days of the invoice date. Regular hirers will receive a termly invoice in arrears. On occasions, a deposit may be requested. If there is found to be any damage after the letting, then a further charge may be made to cover costs of the repair. VAT will be applied in line with current legislation.

## **5. Purpose of use**

The premises must only be used for the purpose for which they are hired within the stated times on the booking form. Hirers may only have access to equipment that has been requested on the booking form for the purpose of the hire. The academy is unable to accommodate 18<sup>th</sup> and 21<sup>st</sup> birthday parties.

## **6. Cancellation**

The academy reserves the right to cancel a booking at any time without notice, and without assigning any reason, but would endeavor to give as much notice as possible. In such circumstances, the academy will accept no liability for loss incurred as a result of the cancellation but undertakes to refund any payment made, or re-arrange the booking. In the event of the hirer wishing to cancel the booking, then a minimum of 7 days' notice must be given. If less than 7 days' notice, the charges for all days booked within 7 days shall be due and payable.

## **7. Equipment**

- No person shall use any stage lighting or other specialist electrical equipment without the prior permission of the academy.
- An ICT Technician can be hired to operate any equipment.
- The hirer shall ensure that no additional lights or extensions from the existing electric light fittings are used without the prior approval and consent of the ICT Technician.
- No person shall use any specialist equipment without the prior permission of the academy.

- No footwear may be worn in the dance studio.
- Posters or decorations should not be fixed on any walls in the academy
- Electrical appliances brought on site are to be safe and carry a current safety test certificate/label as required by law.
- Intoxicants or hazardous chemicals are not to be brought onto the premises without prior written authority.
- Please do not use a PA system without consulting with us in advance.

## **8. Academy Kitchen Areas**

Hirers are not permitted to use the gas and electrical equipment in the kitchen. Separate arrangements can be made with the catering manager for a member of the kitchen staff to be available to provide catering facilities if required.

## **9. Competence/Health & Safety/First Aid**

- Hirers are to provide competent instructors/supervisors suitable for the activity the letting has been made, and must ensure such persons are present throughout the whole lettings period as well as ensuring the highest levels of Health & Safety at the academy.
- The academy fire, emergency and evacuation procedures are available from the academy's Reception.
- It is your group's responsibility to ensure that your whole party is aware of these.
- Any dangerous incident, injury or damage to any academy property is to be reported to the Facilities Manager or ICT Technician without delay.
- We recommend your group provides a qualified first aider.
- Your group should also have an adequate Child Protection Policy.

## **10. Indemnity & Insurance**

The hirer agrees to indemnify the academy against actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury occurring during the period of hire. The indemnity must be covered by insurance – public liability cover of £1,000,000 including fire damage to the premises and contents. It will be necessary to produce documentary evidence of the cover certificate when booking.

For small community groups, who may have no insurance then the hirer should complete the attached form on behalf of the group, and accept full responsibility for any injuries or damages that may occur during the letting.

## **11. Performance Rights**

No copyright dramatic or musical work or lecture shall be performed, sung or delivered without the licence of the owner or the copyright, and all such licences shall be produced to the academy before the commencement of the hiring. The hirer shall indemnify the academy against any infringement of copyright which may occur during the hiring. The academy reserves the right to censor and cancel without liability for loss as a result of such censorship or cancellation, any stage play, sketch, lecture or other performance or event.

## **12. Advertising**

No advertising shall be permitted without prior written consent of the academy.

## **13. Seating Capacity**

The academy may stipulate a maximum number of persons to be admitted. The seating capacity in the main hall is 250. The hirer must ensure that attendees do not exceed the stipulated figure at any time during the hiring. Where the room is laid out with gangways in the interests of public safety, the hirer shall not interfere with such gangways.

#### **14. Licenced Bars**

If it is desired to sell or consume alcoholic liquor on the premises, this must be stated on the application. If approval is given, the responsibility for obtaining the necessary licence rests upon the hirer. Proof must be seen by the academy before the event takes place

#### **15. Security**

It shall be the hirer's responsibility to protect and safeguard the premises during the period of hire, and if any damage or destruction occurs or is sustained during the period of hire, the hirer shall be liable and will be charged. The hirer should provide stewards to maintain order as required.

#### **16. Property**

The academy shall not be responsible for any article brought or left in any part of the premises, or theft or loss of, or damage to vehicles parked in any car park provided. The premises should be left in a clean and tidy condition.

#### **17. No Smoking**

The academy operates a no-smoking policy on the entire campus. All hirers must adhere to this. If any damage is caused due to smoking, the hirer will be liable for any defects.

#### **18. Exam Season**

During May and June, and possibly other times during the academy year, the gym and hall may not be available when exams are taking place. The academy will provide alternative accommodation for regular hirers where possible.

#### **19. Dogs**

Dogs are not permitted on the academy premises, although an exception will be made for guide dogs in advance of the hiring.

#### **20. Grounds**

The final decision as to whether the pitch is fit for play to take place is entirely at the discretion of the Facilities Manager.

#### **21. Parking**

The academy has facilities to park at the front of the academy and also at the Harrisons Lane entrance. Cars must not be parked on any of the grass areas at any time. It is not possible to park on the playing fields.

#### **22. Infringement**

Any infringement of the above conditions will result in an immediate withdrawal of facilities.

### 23. Management of policy

The Governors and Principal have overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcomes. Ringmer Community Academy policies will be reviewed regularly and will include an evaluation for impact on workload and working hours.

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The Governing Board Approved this policy on date:

Signed:

Chair of Governors

Signed:

Principal

# LETTINGS BOOKING REQUEST FORM

Date Received	
---------------	--

Hirer's Name	
Organisation	
Address for invoicing	
Post Code	
Email address	

Dates	From		To	
Times	From		To	

Regular Letting

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
-----	--	------	--	-----	--	-------	--	-----	--	-----	--	-----	--

Number of people attending	
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Preferred Room	
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<b>Declaration by Hirer</b>	
In consideration of this application being granted, I/we have read, understood and agree to abide by and conform to all the regulations and conditions set out in the King's Academy Ringmer Lettings Policy including the emergency procedures.	
Signed:	Dated:

Please provide me with a copy of your public liability insurance before the hiring's commence.

Please complete and return to: [finance@ringmeracademy.org](mailto:finance@ringmeracademy.org)

## Lettings

### Emergency Procedures

1. **Emergency Action**
2. **Assembly**
3. **Other Procedures**
4. **Responsibility**
5. **Basic Fire Safety Rules**
6. **Bomb Scare**
7. **Action on discovery of a suspect parcel, package, bag, etc.**

These notes cover possible emergency situations. They are not intended, however, to be a comprehensive guide and hirers should use their own judgment and have their own policies in place to be able to respond to any emergencies that may occur.

The academy will always have a member of staff on site whilst the academy is being let-out. This person will be referred to as the “**Academy Representative**”.

The hirer of the academy should assign one person as having overall responsibility for the health, safety and welfare of any persons they invite onto academy property as part of their letting. A deputy could also be assigned for large lets. This person will be referred to as the “**Person in Charge**”.

#### 1. **Emergency Action**

##### A. **Raising the Alarm**

- Commence evacuation of the immediate area.
- Break glass at nearest Fire Alarm Point.
- Contact the on-site Academy Representative.
- The alarm is a bell which will sound continuously
- The emergency services will be contacted by the academy representative.

##### B. **Fighting Fire**

FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY. Fire extinguishers provided in the academy are to aid in your evacuation, should you need them. Unless the fire is particularly small or has only just ignited, the academy does not expect persons to fight a fire



## **C. Evacuation**

On hearing the alarm, all persons in the building must proceed to the nearest safe fire exit, proceeding at a steady uniform pace to the place of assembly, closing the door of the room/classroom and all other doors on the escape route which will not be used again.

Noise should be kept to a minimum during the evacuation in order that any instructions can be heard.

No-one must be allowed to re-enter the building to retrieve their clothing, books, etc. until permission is given by the fire brigade or, in the case of a drill, by the Academy Representative.

### **2. Assembly**

The assembly point is the tennis courts at the rear of the site. All persons must assemble at the point. Please familiarise yourself with the map in appendix 3.

### **Roll Call**

Due to the ad-hoc nature of some lettings, it may be impractical to have a strict "register" system, however, it will remain the responsibility of the Person in Charge to ensure that all persons under their control are accounted for. If anyone is missing, please inform your Academy Representative as soon as possible. Do not send anyone back into the building to search.

### **3. Other Procedures**

#### **Fire Practices**

It will be the responsibility of the Person in Charge to ensure that their group is aware of the arrangements for evacuation in the event of a fire. The academy can arrange and carry out a fire drill if required but please ensure that any arrangements are made in conjunction with your Academy Representative.

#### **Training**

Should the Person in Charge consider that any training be required (such as in the safe use of fire extinguishers) they can discuss this with the academy representative.

#### **First Aid**

The academy will make/have available a first aid kit for use by any hirers of the premises. First aid points are shown on the academy map. It will, of course, be the responsibility of the hirer to administer any first aid treatment as the academy cannot ensure that one of its own qualified first-aiders will be on site at all times during lettings.

#### **Risk Assessment**

It is the hirer's responsibility to ensure that relevant risk assessments are carried out and documented to cover the range of activities that they carry out whilst on academy premises. A copy of the hirers COVID-19 Social Distancing policy is requested by the academy

#### **Smoking**

Smoking is not permitted anywhere on academy premises. The Person in Charge should ensure that no person on academy property in connection with their letting is allowed to smoke. Any activities involving naked flames are also strictly prohibited.

## **Security**

Hirers are responsible for the security of their own items and equipment. Care must be taken of the academy premises and permission **MUST** be sought to use academy equipment. Windows and doors should be shut after use and lights should be turned off.

## **Reporting**

After any emergency situation the academy representative should be informed immediately and the academy's Principal informed in writing within 7 days.

## **4. Responsibility**

Under Health & Safety Regulations it is the responsibility of the Person in Charge of each group hiring the facilities to ensure that every person attending the activity, session or meeting is aware of how to proceed in an emergency i.e. fire alarm, bomb scare, personal accident etc.

The academy holds a full up to date Fire Risk Assessment for the whole of the premises. Recommendations from the report are implemented.

## **5. Basic Fire Safety Rules**

Electrical equipment must be used properly and kept in a safe working order. Electrical points should never be overloaded and wiring must be checked regularly.

All electrical equipment brought onto academy property should be PAT tested by the academy and be issued with an up to date PAT testing sticker clearly visible on the item prior to use.

Some clothing/props/costumes which are used for plays and shows are highly flammable. If these must be used, they should never be placed close to any heat source, e.g. floodlights or other stage lighting.

The Person in Charge should ensure that any instructors/tutors they employ or use are suitably qualified or trained in their area, and apply an adequate level of supervision to ensure the safety of those in their care.

## **6. Bomb Scare**

If it is necessary to evacuate the buildings because of a bomb scare, the procedures for emptying the building, assembly points and roll-call will be the same as for fire precautions. There are, of course, certain differences:

- A person receiving a bomb warning should immediately inform the Academy Representative
- The police should be informed as well as the fire brigade.

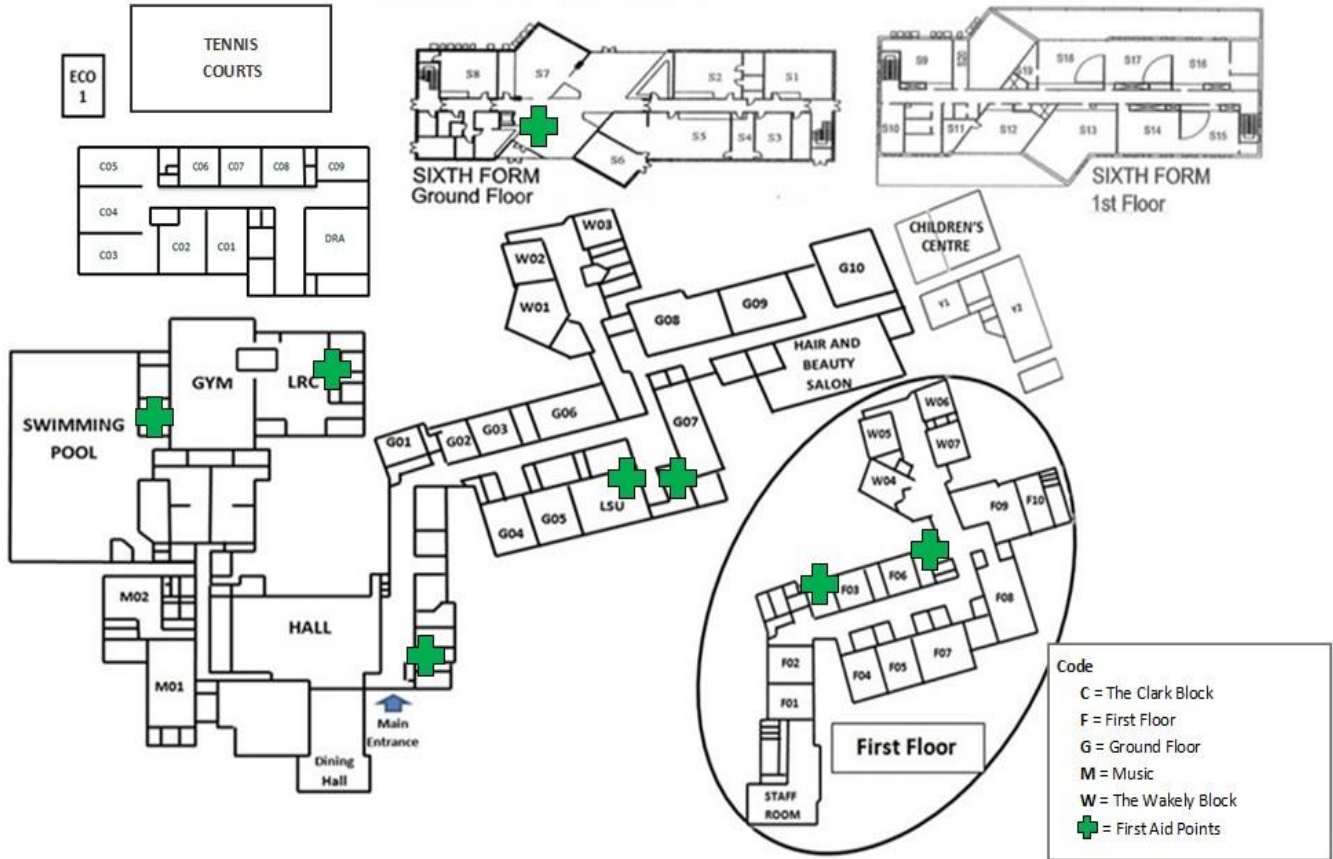
## **7. Action on discovery of a suspect parcel, package, bag, etc.**

Any parcel, package, bag, etc. which has been left in the building should be treated as suspect. The person discovering the suspect article should immediately make enquiries as to the owner. No attempt should be made to touch or remove the article. If, after enquiries have

been made, the article is still regarded as being suspect, the academy representative should be informed immediately of the article - they will then determine whether to call in the police and other emergency services and/or whether the building should be evacuated.

If it is decided to evacuate the building, staff and students should not be allowed to re-enter the building until the academy representative considers that it is safe to do so after consulting with the police and other emergency services.

Appendix 3 – Academy Map and First Aid points



<b>ACADEMY ACCOMODATION</b>	<b>COMMERCIAL</b>	<b>COMMUNITY</b>	<b>plus VAT</b>	<b>DURATION</b>
Hall	£ 20.00	£ 15.00		per hour
Dining Room	£ 15.00	£ 12.00		per hour
Drama Studio	£ 15.00	£ 12.00		per hour
Gym	£ 15.00	£ 12.00		per hour
Academy kitchen	£ 12.00	£ 10.00	*	per session
Youth area Y1/Y2	£ 8.00	£ 8.00		per hour
6th form social area	£ 20.00	£ 15.00		per hour
6th form servery area including kitchen	£ 25.00	£ 20.00		per hour
Lecture rooms S14/S15	£ 20.00	£ 15.00		per hour
Art room suite	£ 15.00	£ 12.00		per hour
Art technician	£ 20.00	£ 18.00		per hour
Dance Studio	£ 15.00	£ 12.00		per hour
Textiles	£ 25.00	£ 20.00		per hour
Salon	£ 25.00	£ 20.00		per hour
Creative Learning Area	£ 25.00	£ 20.00		per hour
Computer Rooms (PC OR Mac)	£ 25.00	£ 20.00		per hour
Sound Recording Studio	£ 25.00	£ 20.00		per hour
IT Technician	£ 25.00	£ 25.00		per hour
1 room	£ 7.00	£ 5.00		per hour
2 or 3 rooms	£ 6.50	£ 4.50		per hour
4 or 5 rooms	£ 6.00	£ 4.00		per hour
6 or 7 rooms	£ 5.50	£ 3.50		per hour
8 or 9 rooms	£ 5.00	£ 3.00		per hour
<b>FACILITIES</b>	<b>COMMERCIAL</b>	<b>COMMUNITY</b>	<b>plus VAT</b>	<b>DURATION</b>
Changing Rooms	£ 15.00	£ 10.00		per hour
Cricket Pitch	£ 25.00	£ 20.00	*	per match
Grass Pitch	£ 20.00	£ 15.00	*	per match
Tennis Court	£ 5.00	£ 5.00	*	per hour
Playing Field	£ 15.00	£	*	first 2 hours -

		10.00		per hour thereafter
Car parks	£ 5.00	£ 5.00		per hour
Indoor Cricket Nets	£ 15.00	£ 10.00	*	per hour
Cricket Equipment	£ 15.00	£ 10.00	*	per hour
Outside Cricket Nets	£ 10.00	£ 10.00	*	per session
Outdoor table tennis tables	£ 7.50	£ 5.00	*	per hour
Heating	£ 5.00	£ 5.00	*	per hour
<b>EQUIPMENT</b>	<b>COMMERCIAL</b>	<b>COMMUNITY</b>	<b>plus VAT</b>	<b>DURATION</b>
Piano	£6.00	£5.00		per hour
Lighting board	£30	£25		Day
Microphones	£10	£7.50		Day
Urn	£7.50	£5.00		Day
Projector (no laptop)	£25	£20		Day
Flip chart	£7.50	£5.00		Day
PA system	£20	£15		Day
Extension Leads	£7.50	£5.00		Day
<b>SWIMMING POOL</b>	<b>COMMERCIAL</b>	<b>COMMUNITY</b>	<b>plus VAT</b>	<b>DURATION</b>
Pool and changing rooms only	£ 40.00	£ 25.00		per hour
Lifeguard	£ 15.00	£ 15.00		per hour

A lifeguard must be in attendance for all pool use

<b>BUILDING STAFF</b>	<b>COMMERCIAL</b>	<b>COMMUNITY</b>	<b>plus VAT</b>	<b>DURATION</b>
Saturday presence throughout	£ 22.00	£ 20.00		per hour
Sunday presence throughout	£ 27.00	£ 25.00		per hour
Bank Holiday charges as Sunday Charge				
Toilets free of charge.				
<b>Ringmer Community Academy operates a no smoking policy on the entire campus</b>				
<b>Kitchen hire -hirers are not permitted to use any of the gas and electrical equipment without prior arrangement with the catering manager</b>				

## Standard Operating Procedure

### Appendix 5 Standard Operating Procedure

#### LETTINGS

##### Standard Operating Procedure

Login using: Computer/Department Drive I/Finance/Lettings

Price list in front of letting folder

After initial enquiry:

Send Booking request Form via email and use Cover email.

Dear

Thank you for your recent enquiry to hire facilities at King's Academy Ringmer.

Please find attached our Terms and Conditions and a letting form for your completion. Could you please complete and return to me at your convenience. We will endeavour to provide you with all you need for your letting. If you have any further enquiries then please do not hesitate to contact me.

Yours sincerely

- Also attach Terms & conditions
- Adapt email to suit before sending

When you have received completed form:

Send Confirmation Letter (Remember to adapt and Save As)

Print 3 copies,

- 1 Letting Folder
- 2 DDU
- 3 Building Staff

Room Booking System

Find relevant room and book each session

Recurring lettings book by each academy term to avoid confusion in A & B weeks.

Repeat process in the Academy Calendar and invite Building

Diarise form and invoice at the end of each term using HCSS until the letting ends

**Appendix 6 Sample letters to confirm hire**

**Lettings Booking Confirmation Letter – Single Let**

Dear <insert name> ,

Thank you for choosing King’s Academy Ringmer for <insert name>

I have allocated the gym for your hire. The cost is quoted at <insert price > for each session. Any further use of equipment or rooms will incur an additional charge.

The academy will invoice you at the end of each month in accordance with our terms and conditions.

Dates	From		To	
Times	From		To	

**Regular Letting**

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
-----	--	------	--	-----	--	-------	--	-----	--	-----	--	-----	--

Number of people attending	
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I have also attached the academy’s updated lettings policy for your records.

If you require further assistance please do not hesitate to contact me on 01273 812220.

Yours sincerely

Debbie Duckworth

Business Services Manager

Site/DDU		Booking/Calendar		Diarise	
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## Lettings Booking Confirmation Letter – Multiple Let

Dear <Insert name>,

Thank you for choosing King’s Academy Ringmer for <insert name>.

I have allocated the gym and boy’s changing room for your hire. The cost is quoted at <insert price> for <group name> and <insert price> for <insert group>. Any further use of equipment or rooms will incur an additional charge.

The academy will invoice you at the end of each month in accordance with our term and conditions.

Dates	From			
Times	From			
Dates	From			
Times	From			

Due to our half term holidays you will be unable to use the facility on <insert dates>

Regular Letting <□□>

Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
-----	--	------	--	-----	--	-------	--	-----	--	-----	--	-----	--

If you require further assistance please do not hesitate to contact me on 01273 812220.

I have also attached the academy’s updated lettings policy for your records.

Yours sincerely

Debbie Duckworth

Business Services Manager

Site/DDU		Booking/Calendar		Diarise	
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