THE HOWARD PARTNERSHIP TRUST

LETTINGS POLICY

Date created: Feb 2015  Responsible Body: The Howard Partnership Trust Board
Review period: 4 years  THPT Committee: Business & Finance
Last reviewed: March 2019  Executive Contact: Chief Operating Officer
Next due for review: March 2023  School Contact: Partnership Head of Estates

Purpose:

1. To encourage community use of the Trust’s Schools and its facilities.

2. To encourage community links of a type in keeping with the Trust’s Schools role in the community (e.g. local sports clubs, youth organisations, church or village groups, etc.)

3. To generate income to supplement the Trust’s Schools budgets.

1. Lettings Usage – use of the school outside of normal school hours shall be granted in the following order of priority:
   1.1. Use for the Trust’s Schools functions, formal business meetings of Parent Teacher Associations or similar bodies, or for special fund-raising activities; the whole proceeds of which are intended to be allocated solely to improve the Trust’s amenities and facilities.
   1.2. Use for Registered Youth Organisations.
   1.3. Extended use for the community under the provision of the Education 2002 Act
   1.4. Other use approval, refer to the CEO as necessary.

2. Lettings Approvals – delegated to the Site Manager or Lettings Administrator, who, with the Head, will determine suitability of lettings and its incorporation into the School calendar.
   2.1. Hirers must complete an application form and sign to confirm they have read and agreed the Terms & Conditions of Hire.
   2.2. Satisfactory Enhanced DBS (Disclosure and Barring Service) clearance must be evidenced for any adults leading and supervising all clubs involving children and clubs will be expected to adhere to the Trust’s Schools Safeguarding and Child Protection policies and protocols.
   2.3. Clubs must provide evidence of a current Public Liability certificate, valid for the period of hire. An insurance charge will be made, as a percentage of the letting’s
fee, if the hirer is not in possession of their own Public Liability insurance of at least £5 million.

3. Lettings Charges – to be reviewed annually by the Partnership Head of Estates to ensure that:
   3.1. Overheads, such as salaries and cleaning are covered
   3.2. Special rates may apply to certain local or charity events; at the Head’s discretion or by local agreement.
   3.3. The use of the Trust’s Schools premises by staff will be individually negotiated and the rate charged will be at the Head’s discretion.
   3.4. Profitability.

4. Lettings Procedures – to be operated in accordance with the Trust’s terms & conditions.