



# NORTH BIRMINGHAM ACADEMY

## LETTINGS POLICY

### Adoption

The local governing body at their meeting on [ insert date ] adopted the lettings policy and the scale of charges set out below :- { all points where the governors may wish to insert detail are marked with square brackets and bold print, explanatory rubrics are in italic print}

### Policy Objectives

The local governing body endorse the following principles therein, namely :-

- (i) that Academy premises represent a significant capital investment and should be fully utilised ;
- (ii) are a valuable community resource;
- (iii) educational usage, education premises constitutes a natural priority;
- (iv) that a profit margin would be welcome when derived from private or commercial usage but profit is not the objective when facilitating education activity by designated users.

The local governing body have the following additional policy objectives [optional extras inserted here].

{If the local governing body wish to expand upon the Local Authority policy objectives they should do so at this point}.

### Priority Usage

The local governing body have adopted the following categories of priority user :-

- (i) statutory users;

- (ii) designated users;
- (iii) private users.

The governors have applied in each case the definitions identified in the Local Authority lettings policy document [ ]

### **Applications for Designated Status**

[Optional paragraph ]

*{Select one or other of the following paragraphs deleting one}*

The local governing body have reserved the right to determine those organisations additional to those who have already been so determined by the Local Authority, which may have designated status. The governors will review this list each year in [state month] for the purpose of deciding whether designated status is still appropriate. At other times of the year applications for designated status will be dealt with by the local governing body on 'an as and when' basis.

or *{ alternative optional paragraph }*

The local governing body have delegated their power to determine designated status to the [insert list] who will exercise discretion on their behalf and determine applications. The outcome of such decisions shall be matter of report to the local governing body each term. The Principal will arrange for a list of approved organisations to be maintained. This does not preclude the [insert list] from referring sensitive applications to the full local governing body at his/her/their discretion.

*{the list should be job title and not by name, eg Principal, Academy administrator, Community Education Committee}*

## **Categories of Designated and Private User {Optional paragraph }**

*{This paragraph is wholly optional; it is recommended that the governors only create additional categories where there is sufficient volume of lettings to justify it. The governors may choose for example to determine a number of categories within each major band of user for the purpose of determining the rates of charge appropriate. They may wish, for example, to charge more to a commercial organisation who choose to use the Academy premises for the purpose of generating a profit; than they would wish to charge for a private user wishing to use the premises for a social or recreational purpose. To avoid undue administrative effort the categories should be simple and clearly defined.}*

The governors have decided that for the purpose of charging there will be [insert number ] categories of designated user.

These are [insert description of user groups ]

The governors have decided that for the purpose of charging there will be [insert number ] categories of private user.

These are [insert description of user groups ]

## **Definitions of user groups**

*{ These should be defined in the same manner as the primary groups defined in the Local Authority lettings policy document [ ] ).*

## **Conditions of Hire**

The governors have adopted the standard Local Authority account of hire. These terms form Appendix 1 to this Policy Statement.

## **Administration of Lettings**

### **General**

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the Academy premises. Accordingly they have delegated the authority to accept applications for hire to the following persons [insert appropriate members of staff by job title].

### **Variations**

No member of staff is allowed to vary that in terms and conditions from which the Academy premises are hired to either individuals or organisations nor to deviate from the governors published charging policy.

### **Lettings Documentation**

All formal hiring of the Academy's premises, including those for which no charge, is made shall be properly documented. All hirers must complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the local governing body may enforce at law.

### **Scale of Charges**

In arriving at their scale of charges the governors have followed the following principles :-

- (i) that statutory users will be charged an amount commensurate with cost recovery;
- (ii) that designated users will be charged no more than cost;

*{ it is permissible to charge designated users at less than cost provided that the subsidy is generated from other lettings at cost plus income }*

- (iii) that private users will be charged on a cost plus an income margin for the Academy ;
- (iv) that there will be parity of treatment for similar users;
- (v) that overall the cost of letting Academy facilities will be recovered from users.

For the purpose of charging the Principal [ insert any additional staff with delegated authority] is/are empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

### **Discounts**

These form part of the scale of charges (Appendix 2) and are the only permitted variations to the standard charges.

### **Value Added Tax**

The local governing body are constrained by law to apply value added tax to all transactions where this is appropriate.

### **Minimum charges and deposits**

The minimum hire period will be two ( 2) hours.

The local governing body reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment ) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

### **Cancellations**

The local governing body will seek to recover any cost incurred by the Academy which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 2.

### **Payment methods**

The governors are mindful of their responsibilities in safeguarding the Academy from bad debt. Therefore payment at the time of booking is the norm. Cheques or cash are both acceptable but cheques should wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued.

### **Extension of Credit**

The governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued {local payment Academics will where appropriate use their own invoices}. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds ( £50). The governors have chosen to delegate the approval of credit facilities to [the Principal and insert any others] who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

### **Security**

The local governing body will not normally insist upon continuous caretaking presence. However they reserve the right and delegated power to the Principal to insist upon caretaking presence where in his/her view the nature of the hiring may leave the Academy vulnerable to theft or damage.

### **Review of Policy**

The local governing body will review the policy each year in the month of [insert name of month] and the scale of hire charges for the forthcoming year will also be reviewed and updated. { The primary element in any lettings fee is the caretaking charge and therefore governors may feel it appropriate to review the charge on a financial year basis since the caretaking contract runs to similar dates.}

**Approved by NBA Governors on: .....**

**Date of Next Review:.....**

**Lead Manager: .....**