



## Lettings Policy – DCP 023

**Policy Owner:** Stephen Beeson

**Policy Date:** 27 May 2015

### Introduction

The primary purpose of the Drapers' Multi-Academy Trust (MAT) is to educate the pupils at its schools, and its buildings and equipment are a key resource to support this objective. Equally, when not being used for its primary purpose, the MAT recognises that its premises are a valuable community resource as well as a potential source of income that can be ploughed back into pupils' education.

The purpose of this policy is to set out the criteria for leasing MAT premises to the public.

### Scope

This policy applies to all directors, governors and staff of the Drapers' Multi-Academy Trust. It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement.

Each school within the MAT must publish this policy on its website.

### Definitions

<b>Child</b>	Anyone under the age of 18.
<b>COO</b>	Chief Operating Officer.
<b>Letting</b>	Making MAT buildings available to third party organisations or individuals in return for a rental payment.
<b>LGB</b>	Local Governing Body, with delegated powers of governance from the board of the MAT.
<b>MAT</b>	Drapers' Multi-Academy Trust.

### Policy

1. The Principal of each school within the MAT is responsible for the letting of the buildings under his or her responsibility in accordance with the requirements of this policy. The management of the letting process is the responsibility of the COO, who must inform the Principal of all bookings.



2. The COO is responsible for determining the financial and contractual conditions under which MAT premises may be let. Conditions of hire and letting rates must be determined by the COO and published on the relevant school website. Rates must be reviewed as part of the annual budget setting process. Only the COO has the authority to vary the rates or letting terms.
3. When deciding whether to let MAT premises, the COO must give priority to all MAT requirements before all other letting opportunities.
4. Where the buildings are to be let, priority must be given to local registered charities or community organisations. The decision of the COO as to whether the body requesting a letting falls under this classification is final. All such priority bookings will be charged at average cost.
5. All private users such as local businesses, profit making ventures, private functions etc. must be treated on a first-come-first-served basis after all other priority user needs have been satisfied. All such users will be charged at cost plus a profit margin.
6. The COO has sole discretion whether or not to let the school buildings to any particular organisation or individual and is responsible for taking whatever background checks are necessary to determine their bona fides. The COO may also require a refundable deposit if he/she deems it appropriate.
7. The COO must keep the scale of lettings under review and ensure that they do not reach a size or scale whereby the MAT might lose its preferential VAT status.
8. Payment is required in advance of use, subject to the COOs discretion to waive this requirement for regular priority bookings.
9. The MAT will not discriminate on grounds of race, colour, religion, ethnicity, sexuality, gender, age or disability.
10. All letting of MAT premises must be fully documented.

### **Review**

10. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
11. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
12. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.



13. The MAT board must formally review and re-approve this policy every five years.