



**Everest**  
Community Academy  
To make our best better

Bourne  
Education  
Trust



## TERMS AND CONDITIONS FOR LETTINGS

### Definition of a Letting

A letting may be defined as "any use of the Academy premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the Academy, which is to provide a high standard teaching and learning environment for all its pupils. Lease arrangements and Partnership Agreements are subject of separate policy guidance. Use of the premises for activities such as staff meetings, parents' meetings, Governing Body/Community Management meetings, out of school hours learning / study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the Academy.

### Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the Academy/Community Centre to them or of creating any tenancy between the Academy/Community Centre and the hirer. If a particular letting involves contact with the Academy's pupils or other young people then:

Any organisation submitting a lettings request involving working with children and/or young people must have in place the appropriate policies and procedures with regard to safeguarding children and child protection. The Community Management Committee will ask to see these in advance of the booking being confirmed. All staff working with children and/or young people must have the relevant DBS checks in place. A list of names, DBS numbers and valid dates must be provided. All organisations wanting to use the facilities for any sporting activity or specific purposes must have the relevant qualifications in place; the Community Management Committee may ask to see these in advance of the booking being confirmed. It is each organisations responsibility to ensure each of the points above are in place prior to any booking taking place on the Academy/Community Centre site.

### Procedure for arranging hire

The prospective hirer should contact the Community Manager at the Community Centre to ascertain availability and applicable hire charge of facility required. Once agreement is reached on date(s) and cost, the prospective hirer will be sent a booking form to complete. Once the booking form is sent back signed with any other forms the booking will go on our computer system. A provisional booking will be held for a maximum of seven days

### Cancellation of hire

The Centre reserves the right to cancel any hire without notice. However, every effort shall be made to give reasonable notice to the hirer and, whenever possible, alternative facilities shall be offered. The hirer must give one full month's notice of cancellation.

### Payment Procedures

1. Invoices will be submitted at the beginning of each month for payment at the end of that month.
2. Preferred method of payment is via BACS.
3. Payment is to be made within 30 days. Failure to clear your account may result in us instigating our debt recovery procedure and use of our facilities will be suspended.
4. We shall be entitled to recover from the user all costs we incur in recovering any outstanding amounts.
5. New charge rates may operate from the beginning of September each year. However, the Centre reserves the right to amend charges before this date if costs increase significantly.
6. If applying for VAT exemption please read the VAT rules enclosed, sign the form and return relevant paperwork.