

# Trust Lettings Policy



## St Francis of Assisi Catholic Academy Trust

**Signed off by: Trust Board**

**Date from: September 2023**

**Review Date: September 2024**

### **Introduction**

The Trust aims to make the best use of its facilities when they are not required by the Academies, and therefore, the premises may be let to external organisations during this time. The needs of the pupils are paramount and will always take priority over any external lettings.

### **Definitions and Categories**

A letting may be defined as 'any use of the Trust buildings and grounds by parties other than the Trust' and may be categorised as:

- Community, i.e., local scout group
- Commercial
- Private

Lettings may be for a single use or as a regular agreement, i.e., once per week.

Use of the Academy's premises outside of normal evenings by the Academy, i.e., parents evening, or on behalf of the Academy, will not be subject to the charging element of this policy.

### **Roles and Responsibilities**

The Trust delegates the organisation of lettings to the Headteachers, School Business Managers or equivalent of the academies.

The Board of Trustees is responsible for: approving this policy and ensuring its regular review.

The Academies are responsible for:

Its own lettings procedures which the Headteacher is responsible for,  
Headteachers and their staff are responsible for implementing their policies and ensuring correct procedures  
Each Headteacher is aware of their responsibilities relating to the lettings policy and their own procedures  
Headteachers are aware that they are responsible for making sure that School Business Managers and/or Site Staff know their responsibilities in relation to this policy  
The School Business Managers/Site Staff are responsible for ensuring the correct procedures are followed in relation to lettings  
Hirers are responsible for adhering to the terms and conditions of the let.

### **Charges**

Any lettings will be subject to charges set by each Academy. The charge will vary depending on the category of the letting and the facility used.

### **Terms and Conditions of Hire**

Each Academy will set their own terms and conditions for the hire of their premises.

### **Procedures**

Each Academy will have their own procedures for booking and maintaining lettings appropriately.

### **Equality Statement**

The Trust is confident that this policy promotes the ethos of the Trust and supports the Trust's duty to promote equality and meet the legislative requirements