



Dixons Allerton Academy

Policy: Lettings

Responsibility for Review: Director of Finance

Statement of intent

The Academy is willing to let its property for the following reasons:

- to promote the sensible and just use of its property for the mutual benefit of the Academy, groups and individuals in the community
- to raise revenue which will be used for the educational advantage of the scholars.

Signed by :.....
Date:.....
(Principal)

Signed by :.....
Date:.....
(Chair of Governors)

Guidelines

- The Academy has priority use of the property.
- The Academy will always seek to at least cover its costs unless it is the direct beneficiary of a fund-raising activity.
- The Academy will seek to treat hirers fairly.
- Hirers will be expected to respect Academy property and honour all Academy and legal regulations which may be in force at any time.
- There will be three categories of letting. A category being determined by the 'purpose' of the letting. The categories are;
 - commercial
 - community
 - educational, i.e. to directly benefit the Academy.

Implementation

The Finance Committee regularly;

- set the hire charge for each category and each type of hire review the
- category of any individual letting
- individual lettings will be managed by the Academy in accordance with this policy categories will
- initially be determined by the Director of Finance for presentation to the Finance Committee. In the case of a dispute the decision of the Chair of the Finance Committee will be final.

Evaluation

Annually, on receipt of a report from the Director of Finance and Administration, the Finance Committee will review;

- the policy
- the charges
- the categories.

This review will take place in the summer term. The charges will then be fixed for the next academic year, i.e. September to August.