



Dixons City Academy

Policy Documentation

Policy: Lettings

Responsibility for Review: Operations Manager
Date of Last Review: August 2017

Lettings

Purpose

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 students at the Academy.

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 Operations Manager in liaison with the Chief Operating Officer will annually:

- 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 Chief Operating Officer for presentation to the appropriate committee. In the case of a dispute the decision of the Chair will be final.

Evaluation:

Annually, on receipt of a report from the Chief Operating Officer the following will be reviewed:

- 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.