

# Viking Academy Trust



## Community Use and Lettings Policy

The VIKING ACADEMY TRUST 'Community Use & lettings Policy' has been written following DfE and KCC guidance.

**Approved by the Trust: Term 6 2017**

**Reviewed biennially: Term 6**

**Last review date: Term 2 2018**

**Signed:**

A handwritten signature in black ink, appearing to read 'A. Robb', is written over a small, light-colored rectangular background.

**Chair of Trust**

# Community Use and Lettings Policy

## Viking Academy Trust

Schools in the Viking Academy Trust (VAT)

These are:

**Chilton Primary School**

**Ramsgate Arts Primary School**

**Upton Junior School**

This policy applies to all schools within the Trust. Lettings charges are specific to each school dependent upon facilities available (see appendices).

### 1. Introduction

1.1 Viking Academy Trust (VAT) "The Trust" regards the academy buildings, sport facilities and grounds as a community asset and will make every reasonable effort to enable them to be used as by the community when not in use by the academy. The Trust endeavours to contribute positively to increasing participation in sport and physical activity in the local community.

#### 1.2 VAT agrees to pursue the following aims:

- Providing opportunities for the local community and sports organisations to participate in sport and physical activity for health improvement and development of their skills, particularly amongst low participation groups;
- Operating in line with the national agenda for sport, taking into account nationally adopted strategies;

- **Generating positive attitudes in sport and physical activity by young people and reducing the drop-out rate in sports participation with age;**
- **Increasing the number of people of all ages and abilities participating in sport and physical activity including people with disabilities;**
- **Using the facilities to encourage the range, quality and number of school sports club links and to stimulate competition that is inclusive of young people and adults;**
- **To provide affordable access to the facilities and to be self-financing in community use.**

**1.3 However, the overriding aim of the Trust is to support the Academies in providing the best possible education and opportunities for its students, and any lettings of the premises to outside organisations will be considered with this in mind.**

**1.4 Under these terms of reference, the Trust's FAR Committee (Finance Audit & Risk) will regularly review the management and operation of the Sports and other facilities during agreed periods of Community Use. Such reviews should seek to ensure:**

- **a policy of affordable pricing to assist In the achievement of increasing participation in Sport, particularly amongst under-represented groups;**
- **an easy and accessible booking arrangement for casual use and block booking, this system to be reviewed on an annual basis;**
- **an appropriate marketing strategy for the marketing of the Sports and other facilities for Community Use.**

**1.5 The Academy Trust will be responsible for the Sports and other facilities and shall:**

- resource, control and routinely ensure the maintenance of the Facilities in a manner that will allow achievement of the agreed aims;
- make the Facilities available on the occasions and times specified in Appendix A;
- ensure that the Facilities comply with all legislation and guidance in force relating to access for disabled users;
- cover the cost of gas, fuel, oil, electricity, water, rates and taxes that may be attributable to the use of the Facilities.

## 2. Definition of a Letting

2.1 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), a commercial organisation (such as the local branch of 'Weight Watchers') or casual use (such as a group booking the sports facilities up to 14 days in advance on a pay-as-you-go basis). A letting must not interfere with the primary activity of the Academy Trust, which is to provide a high standard of education for all its students.

2.2 Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by Academy staff, fall within the corporate life of the Academy Trust. Costs arising from these uses are therefore a legitimate charge against the Academy's delegated budget.

## 3. Hours of Access

TERM TIME		
Community Use	Monday to Friday	3.30pm - 10.00pm

	Weekends & Bank Holidays  Upton Swimming Pool* under the Management of a separate company	9.00 am-10.00pm  *6.00am - 10pm
<b>SCHOOL HOLIDAYS</b>		
	Monday to Friday	9.00am-10.00pm
	Weekends & Bank Holidays  Upton Swimming Pool* under the Management of a separate company	9.00 am -10.00pm  *6.00am - 10pm

#### **4. Hire Charge**

**4.1 Academy hire shall terminate no later than 10.00pm In special circumstances and for reasons which appear to be reasonable and proper, the academy may extend these times but the decision must come via the VAT Lettings Manager.**

**4.2 Each Academy's delegated budget (which is provided for the education of its students) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the Academy in respect of any lettings of the premises. As a minimum, the actual cost to the Academy of any use of the premises by an outside organisation must be re-imbursed to the Academy's budget.**

**4.3 The Trust is responsible for setting charges for the letting of the Academy premises. A charge will be levied which covers the following:**

- **Cost of services (heating and lighting);**
- **Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";**
- **Cost of administration;**
- **Cost of "wear and tear";**
- **Cost of use of Academy equipment (if applicable);**
- **Profit element (if appropriate).**

**4.4 Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.**

**4.5 Hire charges are reviewed annually, a full quotation will be proved on request.**

## **5. Management and Administration of Lettings**

**5.1 The Trust CFO (Chief Financial Officer) is responsible for the overall management of lettings, in accordance with the Trust's policy. Where appropriate, the Trust CFO may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.**

**5.2 Community Lettings will take place at the discretion of the Trust Senior Staff. If they have any concern about whether a particular request for a letting is appropriate or not, they will consult with the Chief Executive Officer (CEO) who is empowered to determine the issue on behalf of the**

Trust. Appeals on refusals will be submitted to the Trust Board Appeals Panel.

## **6. Applications**

6.1 All correspondence and applications for the hire of the Viking Academy Trust schools must be made directly to the Viking Academy Trust CFO. It will then be delegated to the appropriate staff member in each school. The Academy Trust reserves the right to call for further particulars of any proposed hiring. All applications are subject to approval by the CEO in discussion with the Head of School of the appropriate academy.

## **7. The Administrative Process**

7.1 Organisations seeking to hire the Viking Academy Trust premises should approach the school directly via contact details on website or ask to communicate to the CFO, who will identify their requirements and clarify the facilities available.

An Initial Request Form should be completed at this stage. The Trust CFO/CEO has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

7.2 Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The letting should not take place until the signed agreement has been returned to the Academy Trust. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Trust's current scale of charges.

7.3 The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

7.4 All lettings fees which are received by the Academy Trust will be paid into the named Academy's individual bank account, in order to offset the costs of services, staffing etc. (which are funded from the Academy's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

## **8. Status of the Hirer**

8.1 Lettings will not be made to persons under the age of 21, 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 to them or of creating any tenancy between the Academy and the hirer.

8.2 All terms and conditions set out below must be adhered to. The "Hirer" shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

## **9. Sub-letting**

9.1 The Hirer shall not sub-let the premises to another person.

## **10. Limitation of Hiring**

10.1 The Academy Trust reserves the right to nominate certain facilities for particular uses and to decline an application, without giving a reason therefore.

## **11. Hiring during holiday periods**

**11.1 Applications may be accepted for the whole academic year subject to there being no problems in respect of caretaking, cleaning, or the carrying out of maintenance**

## **12. Fees and Charges**

### **12.1 Fees and Charges**

a) The Hirer shall pay to the Viking Academy Trust with, and in addition to, the charges appropriate to the hiring, such amount by way of deposit as may be determined by the academy. In the event of damage occurring during the hiring, this deposit, or the requisite part thereof, will be applied on account or in satisfaction, as the case may be, of any sum due from the Hirer in respect of the cost of making good any damage which occurs during the hiring. Any balance not so applied will be returned to the Hirer.

b) The CFO or nominated Lettings Manager reserves the right to refuse access to the premises hired if the whole of the fees have not been paid or if these regulations have not been complied with.

## **13. Payment of Charges**

### **13.1 Payment of Charges**

All charges must be paid before the date of hiring. Special arrangement may be made for payment for series bookings.

## **14. Public Liability, Accidental Damage and Employers liability insurance**

14.1 Hirers need to provide evidence of their own public liability insurance. It must cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired) and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £2 million. Neither the Academy Trust, nor the council, will be

responsible for any injury to persons or damage to property arising out of the letting of the premises.

14.2 If applicable, hirers should produce evidence of their Employers liability cover for a minimum of £5 million indemnity in accordance with compulsory legal requirements.

## **15. Safeguarding**

15.1 Any adults working with the Academy Trust's pupils must be appropriately qualified.

15.2 The school request the hirer must provide details of qualifications, relevant registrations and references as well as other safeguarding information in relation to themselves and any other adult.

15.3 Our lettings procedures ensure the suitability of adults working with children on school sites at any time through receipt of an up-to-date Disclosure and Barring Service (formerly known as CRB clearance) and where necessary references have also been obtained.

15.4 Lettings will only be permitted to sports clubs/organisations that hold and can evidence their NGB's full club accreditation status/clubmark e.g. charter Standard (Football Association).

## **16. First Aid Facilities**

16.1 There is no legal requirement for the Academy Trust to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the Academy Trust's resources is not available.

## **17. Health & Safety and Fire Regulations**

17.1 The Hirer shall ensure that:-

- The number of persons present during the letting does not exceed the number agreed with the Academy.
- All proper safety precautions are taken for the protection of the users of the sports facilities and equipment including adequate supervision.
- They have their own suitable first-aid arrangements in place.
- The hired facilities are left in a safe and secure condition and in a clean and tidy state.
- In the event of an accident or incident the Academy is informed at the earliest opportunity.
- They are familiar with the fire and emergency evacuation arrangements e.g. the actions to be taken in the event of a fire; exit routes etc. and that they have been conveyed this information to all members of the group.
- Hirer to ensure they provide their own mobile phones for emergency use.

## **18. Security and Site Supervision**

18.1 The Academy Trust will hire and pay for a person to be responsible for the security and supervision of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Lettings Manager.

## **19. Right of Access**

19.1 The Trust Board FAR Committee reserves the right of access to the premises during any letting. Academy personnel may monitor activities from time to time.

## **20. Conclusion of the Letting**

20.1 The Hirer shall, at the end of the hire period, leave the accommodation in a tidy condition, free from litter and with all equipment being returned to the correct place of storage if applicable. If this condition is not adhered to or any damage incurred to academy property, an additional cost may be charged.

## **21. Vacation of Premises**

21.1 The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the Academy by the nearest exit and *assemble either at the front of the Academy or the car park as applicable*. The Hirer must have immediate access to participants' emergency contact details, and may use the telephone in the Academy office in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

## **22 Viking Academy Trust Letting Charges 2018-19**

*Each academy will set out Lettings Charges specific to the facilities available for hire*

*See appendices for Lettings Charges*

## **23. Variation of Scales of Charges and Cancellations**

**23.1** The Hirer acknowledges that the charges given may increase from time to time and that subsequently the letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. It is the Hirer's responsibility to notify parents in writing (where appropriate) of any changes in dates or venues at least a week in advance.

## **24. Copyright or Performing Rights**

**24.1** The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Academy against all sums of money which the Academy may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

## **25. Attendance**

**25.1** The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

## **26. Preservation of Order**

**26.1** The Hirer is responsible for the preservation of good order during the letting of the school premises and for any damage that may be done to the school property in consequence of the letting or which would not have been done if the letting had not taken place. At any hiring to which members of the public are admitted, the Hirer shall provide an adequate number of stewards who shall be present throughout the hiring.

**26.2** In the event of any such damage, the Head of School may make it good and the Hirer, by the acceptance of the hiring subject to these regulations will thereby be deemed to have undertaken to pay the cost of such reparation.

## **27. Public Safety**

**27.1 The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times.**

## **28. Own Risk**

**28.1 It is the Hirer's responsibility to ensure that all those attending are aware that they do so in all respects at their own risk. The Head of School will not accept responsibility for any loss or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner. The Hirer must make sure that all users are aware that they are solely responsible for the security of their personal property, and should put up a sign to that effect.**

## **29 Care of premises**

### **29.1 Furniture and Fittings**

**Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the Academy fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.**

### **29.2 Seating accommodation**

**The seating accommodation provided is limited to the number of chairs, the property of the Head of School, which are on the academy premises on the day of hire. Further provisions may be made by the hirer at his own expense, subject to approval of the academy.**

## **30 Academy Equipment**

**30.1 This can only be used if requested on the initial application form, and if its use is approved by the Head of School. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of Academy equipment they are using, and for the equipment's safe and appropriate use.**

## **31. Electrical Equipment**

**31.1 Any electrical equipment brought by the Hirer onto the Academy site MUST comply with the code of practice for portable electrical appliance equipment. Equipment must have a certificate of safety from a qualified electrical engineer. The intention to use any electrical equipment must be notified on the application.**

## **32. Loudspeakers and Tannoy systems**

**32.1 The use of loudspeakers and tannoy systems or similar on site is not permitted at any time.**

## **33. Electrical Systems**

**33.1 Any alteration or addition to the academy lighting or electrical heating systems is strictly forbidden, except with the written consent of the Academy. Consent may be subject to conditions which the hirer will be required to observe and, where necessary, the consent of the electricity supply undertakers.**

## **34. Stage and Spot Lighting**

**34.1** If stage lighting and spotlights are required, it must be clearly stated on the application form. An extra charge will be made for this service.

### **35. Car Parking Facilities**

**35.1** Car parking facilities may be used by the Hirer and other adults involved in the letting. The Academy Trust does not accept any liability for theft from or damage to vehicles parked in the academy.

### **36. Toilet Facilities**

**36.1** Access to the Academy's toilet facilities is included as part of the hire arrangements.

### **37. Food and Drink**

**37.1** No food or drink may be prepared or consumed on the property without the direct permission of the academy, in line with current food hygiene regulations. All rubbish, empty containers, crates, etc. must be removed from the premises by the user immediately after the letting has taken place and before the caretaker locks up.

### **38. Intoxicating Liquor**

**38.1** The user must have written permission from the Academy Trust's CFO before arranging for alcoholic drinks to be consumed on the premises. They are responsible for obtaining an appropriate "Occasional Permission Licence" from the clerk to the local magistrate's court if intoxicating liquor is to be sold during the letting. Alcoholic drink may not be brought on to the premises while students are present and are to be cleared from the premises by the time the event ends.

## **39. Smoking**

**39.1 The Viking Academy Trust operates a no-smoking policy. Smoking is not permitted on any of the Viking school sites, this includes premises on all sites including internal and external grounds (car-parks, the piazza, sports pitches). The no-smoking ban includes all e-cigarettes and other devices.**

## **40. Heels and Shoes**

**40.1 No stiletto or any type of thin heel is to be worn in the school Halls or Dance Studio. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.**

## **41. Catering services**

**41.1 The Hirer shall take such steps as may be necessary to ensure those caterers, or any other persons supplying or serving refreshments or decorations etc., remove from the school premises all their property before the end of the hire session. In the event of any property belonging to the Hirer, or any other person, left on the school premises, the Head of School shall be entitled to remove the same and the cost of doing so shall be paid by the Hirer.**

**41.2 In cases where the school kitchen is used to prepare and/or serve food, the person in charge of the letting is responsible for leaving the kitchen clean and tidy at the end of the function. If this is not done, the cleaning costs will be deducted from the holding deposit held by the academy.**

## **42. Entertainment Programme**

**42.1 The Hirer shall, if called upon to do so by the Lettings Manager, furnish for approval a copy of the programme of any entertainment to be given during the hiring and in that event no entertainment shall be given**

except in conformity with a programme which has been approved by her/him. Failing approval of a programme, the Hirer will be allowed to cancel the hiring without payment.

42.2. No public performance of a play, nor any cinematography exhibition, nor any public dancing, singing, music or other public entertainment of the like shall be performed in or close to the premises unless any necessary licence for the same shall first have been obtained from the appropriate authority and all necessary measures taken to fulfil the conditions of the licence. It may be that a School Public Performance Licence will cover the situation but this aspect must be cleared in advance. No films shall be used on the premises.

To meet the requirements of the Copyright Designers and Patents Act 1988, any musical performances on the premises are to be notified to the Performing Rights Society Ltd. Where ballet, opera or choral works are to be performed advance permission must first be obtained from the Performing Rights Society Ltd.

### **43. Gaming**

43.1 No gaming is allowed except in accordance with the conditions of the Betting, Gaming and Lotteries Act 1963, Section 37 (1) when gaming is carried on at an entertainment promoted for raising money to be applied for purposes other than private gain.

### **44. Children's Entertainment**

44.1 The following provision of Section 12 of the Children and Young Persons Act 1933 must strictly be complied with:

(i) "Where there is provided in any building an entertainment for children, then, if the number of children attending the entertainment exceeds one hundred, it shall be the duty of the person providing the entertainment to

station and keep stationed, wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties to prevent more children or other persons being admitted to the building or to any part thereof, than the building or part of thereof can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or part thereof, and to take all other reasonable precautions for the safety of the children.

(ii) Where the occupier of a building permits, for hire or reward, the building to be used for the purpose of entertainment he shall take all reasonable steps to secure the observance of the provisions of this section.

(iii) If any person on whom any obligation is imposed by this section fails to fulfil that obligation, he shall be liable, on summary conviction, to a fine not exceeding, in the case of a first offence, fifty pounds and in the case of a second or subsequent offence one hundred pounds, and also, if the building in which the entertainment is given is licensed under the Cinematograph Act, 1909, or under any of the enactments relating to the licensing of theatres and of houses and other places for music or dancing, the license shall be liable to be revoked by the authority by whom the license was granted.

iv) A constable may enter any building in which he has reason to believe that such entertainment as aforesaid is being, or is about to be, with a view to seeing whether the provisions of this section are carried into effect, and an officer authorized for the purpose by an authority by whom licenses are granted under any of the enactments referred to in the last foregoing subsection and shall have the like power of entering any building so licensed by the authority.

## **45. Loss Key**

45.1 There will be a standard charge of £250 for a lost key.

**ANY HIRER FOUND TO BE USING THE SCHOOL WITHOUT PRIOR CONSENT WILL RESULT IN THE IMMEDIATE AND PERMANENT WITHDRAWAL OF THE FACILITIES AVAILABLE TO THEM.**

**Before leaving the premises hirers need to check that:**

- All persons have left the building
- Windows are shut
- Doors are shut and locked
- Lights are turned out
- Equipment is left clean and tidy
- Damages and breakages are reported
- All rubbish is removed from the site *it may not be put in the school bins. Any rubbish left will be charged from the deposit at a rate of £5 per bag (or equivalent) or invoiced separately if a deposit has not been taken*
- The school gates are locked



## Appendix 1: Lettings Charges: Chilton Primary

### After School Clubs run by outside hirers for Pupils of the Viking Academy Trust\*

Facilities	Rates: 2018-2019
The Hall	£13.00 per hour
The Field	£13.00 per hour
Classroom	£13.00 per hour

\*These charges relate to clubs held between 3:15 & 5:15pm Monday to Friday, term time only.

### Standard Hirers Charge\*\*

Facilities	Rates: 2018-2019
The Hall	£20 per hour
The Field	£25 per hour
The Field - for holiday clubs	£75 per day
Classroom	£15 per hour / £50 per day

\*\*These charges apply to all clubs/activities held at the weekend or school holidays or after 5.15pm on a normal school day.

### Caretaker fees for ALL bookings whilst the school is closed (weekends, holidays & after 6pm term time)\*

	Rates: 2018-2019
Caretaker to open the school	£15
Caretaker to close the school	£15
Caretaker to open and close the school	£25

\* regular or community users may receive a discounted rate

Additional Charges	2018 - 2019 Rates
PC access	£5.00 per hour
Public liability insurance	+15% of booking fee
Photocopying /Printing	£0.10 per colour photocopy & £0.05 per black & white photocopy

VAT may be chargeable depending on the frequency of the bookings.



## Appendix 2: Lettings Charges: Ramsgate Arts Primary School

### After School Clubs run by outside hirers for Pupils of the Viking Academy Trust\*

Facilities	Rates: 2018-2019
The Hall	£13.00 per hour
The Field	£13.00 per hour
Dance Studio/Community Room	£13.00 per hour
Classroom	£13.00 per hour

\*These charges relate to clubs held between 3:15 & 5:15pm Monday to Friday, term time only.

### Standard Hirers Charge\*\*

Facilities	Rates: 2018-2019
The Hall	£20 per hour
The Field	£25 per hour
The Field - for holiday clubs	£75 per day
Dance Studio/Community Room	£20 per hour
Classroom	£15 per hour / £50 per day

\*\*These charges apply to all clubs/activities held at the weekend or school holidays or after 5.15pm on a normal school day.

### Caretaker fees for ALL bookings whilst the school is closed (weekends, holidays & after 6pm term time)\*

	Rates: 2018-2019
Caretaker to open or close the school	£15
Caretaker to open and close the school	£25

\* regular or community users may receive a discounted rate

Additional Charges	2018 - 2019 Rates
PC access	£5.00 per hour
Public liability insurance	+15% of booking fee
Photocopying /Printing	£0.10 per colour photocopy & £0.05 per black & white photocopy

VAT may be chargeable depending on the frequency of the bookings.



### Appendix 3: Lettings Charges: Upton Junior School

<b>Clubs run by hirers for Pupils of the Viking Academy Trust*</b>	
<b>Facilities</b>	<b>Rates: 2018-2019</b>
The Hall	£13.00 per hour
The Field	£13.00 per hour
Classroom / Old Pool Hall	£13.00 per hour

*\*Fees for Weekend / Holiday Clubs for 'Viking pupils' may be negotiated with hirer at the CFO's discretion*

<b>Standard Hirers Charge**</b>	
<b>Facilities</b>	<b>Rates: 2018-2019</b>
The Hall	£20 per hour
The Field	£25 per hour
The Field - for holiday clubs	£75 per day
Classroom / Old Pool Hall	£25 per hour

**\*\*These charges apply to all clubs/activities held at the weekend or school holidays or after 5.15pm on a normal school day, with an open invitation extending beyond pupils attending the Viking Academy Trust. Day rate fees can be negotiated at the CFO's discretion.**

<b>Caretaker fees for ALL bookings whilst the school is closed (weekends, holidays &amp; after 6pm term time)*</b>	
	<b>Rates: 2018-2019</b>
Caretaker to open or close the school	£15
Caretaker to open and close the school	£25

**\* regular or community users may receive a discounted rate**

<b>Additional Charges</b>	<b>2018 - 2019 Rates</b>
PC access	£5.00 per hour
Public liability insurance	+15% of booking fee
Photocopying /Printing	£0.10 per colour photocopy & £0.05 per black & white photocopy

*VAT may be chargeable depending on the frequency of the bookings.*

