



One Community Trust

(The following primary schools are part of One Community Trust: Croft, Gorse Covert, Oakwood Avenue and Woolston Community)

LETTINGS POLICY

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Approved by	Business, Risk and Audit Committee
Approval Date	25 th January 2023
Version Number	4
Status	Approved
Review Date	Autumn Term 2023

CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1	17/12/2020	17/12/2020	AH	New Policy
2	25/06/2021	15/07/2021	SA	Gorse Covert price increase - See Appendix IV
3	23/11/2021	23/11/2021	TR	Woolston – price changes & additional bullet point– see

				Appendix VI
4	n/a	08/02/2023	n/a	Annual review – no change

Introduction

One Community Trust is committed to making the best use of the facilities occupied by its academy schools. When not required by the schools, the premises may be let to external organisations for the benefit of the whole community. The needs of the pupils are paramount and will always take precedence over external lettings. The purpose of this policy is to ensure that:

- lettings are consistent with the fundamental purpose and policies of the Trust;
 - the Trust supports the community in sporting, cultural and educational pursuits; •
- the Trust provides fair access to school facilities;
- the Trust maximises the commercial opportunity for lettings;
 - the cost to the school/trust (e.g. caretaking, utilities) is at least covered by the hire charges; •
- the appropriate information is available to Hirers in advance.

Definitions

- Letting: any use of the school premises by either a community group, commercial organisation or private individual. Lettings can be multiple regular bookings or single one off bookings
- Charges: The right to make a charge for the use of the school premises.

Roles and responsibilities

Board of Trustees

The Board of Trustees has overall responsibility for:

- approving, monitoring and implementing the lettings policy;
- setting and reviewing the hire charges for the letting of the academy premises;
- setting the Terms and Conditions of Hire for lettings;
- approving the Health and Safety Policy and ensuring it is reviewed regularly;
- ensuring that appropriate insurance arrangements are in place.

However the above responsibilities can be delegated to a committee, individual trustee or the head teachers of the academy schools, as deemed necessary for the smooth implementation of the policy.

The Headteacher

The headteachers have delegated responsibility for setting the hire charges for each school, ensuring the staff are familiar with the lettings policy and that the policy is being applied consistently throughout the Trust.

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Staff

The Senior Leadership team will provide relevant staff with appropriate training in relation to this policy and its implementation.

School administration staff are responsible for:

- Implementing the lettings policy consistently
- Making bookings and collecting income
- Notifying the Headteacher or Business Manager of any specific circumstances which they are unsure about

Hirers

Users of the school premises are responsible for adhering to the procedures set out in this policy and complying with the Terms and Conditions of Hire.

Charges

- A list of the hire charges for each school will be held by the school office and the charges can also be found on the school websites. Charges are reviewed annually and updated as necessary.
- The charge will vary depending on the facilities used and the category of the letting.
- Use of the school premises outside normal hours by the school or on behalf the school or trust are not subject to the charging elements of this policy.

Bookings

A booking form must be completed and passed to the school office for consideration. Booking forms can be found on website of each school, or can be collected from the school office.

Cancellations

The Trustees are not responsible for any loss or expenses incurred by the hirer in the event of a cancellation by the trustees due to circumstances beyond their control.

The school may refuse, or cancel, a booking if the premises being hired are required for public or official

purposes by the school, the board of trustees or any other statutory body.

School events will always take precedence over external lettings. Where the school needs to use the premises for school activities the letting will not be cancelled but the hirer may be accommodated in a room other than that on the original booking form.

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Lettings cancelled by the hirer will be subject to the following charges:

- Lettings cancelled with at least 21 days' notice will be entitled to a full refund less a 10% administration charge (minimum charge £1)
- Cancellations made less than 21 days in advance of the hire date are subject to 100% cancellation fee
- In exceptional circumstances the cancellation fee may be waived for community groups. Please contact the school office for further advice

Terms and conditions of hire

- The Hirer's acceptance of a booking confirmation is deemed acceptance of our Terms and Conditions of Hire.
- Appendix 1 contains our Letting Agreement and Terms and Conditions of Hire.

Procedures

- All booking requests should be made through the school office and passed to the designated Lettings Co-ordinator in school
- Booking Forms and Terms and Conditions of Hire Forms must be fully completed by the Hirer in advance
- On receipt of the completed forms, the Lettings Co-ordinator will:
 - check the details
 - check availability
 - agree the letting with the headteacher
 - confirm the charges and issue the appropriate paperwork
- The Lettings Diary is updated and the forms are filed.
- The Hirer will be invoiced in advance, in accordance with the Trust's financial procedures.

Full payment is required in advance of the letting.

- If the Hirer is dissatisfied with any aspect of the letting, the Trust's Complaints Procedures will be



LETTINGS AGREEMENT

Please read, sign and email/hand to the school office

LETTINGS TERMS AND CONDITIONS

1 Terms and Conditions of Hire General

- 1.1 The hiring of the school/trust premises is permitted only on these conditions and the Trust retains an absolute right to refuse the letting of the premises.
- 1.2 Acceptance of a booking confirmation is deemed to be acceptance of these conditions. 1.3 The Hirer must nominate at least one person who will be on site during the period of the letting to ensure that these conditions are adhered to.
- 1.4 The relevant school may terminate the letting if any of the Conditions of Hire are not adhered to. 1.5 The Hirer must be over the age of 18, have completed the Booking Form and have adequate Public Liability Insurance cover in place to protect the Hirer against injury, loss or damage caused to third parties or their property.
- 1.6 The Lettings 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 premises to them or of creating any tenancy between the school/trust and the Hirer.
- 1.7 The Hirer is forbidden to use, or allow, any activities with illegal or immoral purposes. Any event deemed to bring the Trust's name into disrepute can be cancelled at any time without notice.
- 1.8 The Hirer must observe the relevant copyright and public entertainment laws.
- 1.9 All publicity for the hiring must be approved by the Headteacher or School Business Manager in advance. Notices can only be displayed within the school site with prior agreement of the Headteacher or School Business Manager. The Hirer must inform the school/trust if interest from the media is expected. 1.10 The Hirer will not assign or sub-let the booking to any other party.
- 1.11 The Trust does not accept responsibility for any accident or injury or loss or damage of property that may occur during the period of the letting.
- 1.12 The Trust reserves its right of access to the premises during the letting.
- 1.13 The Trust reserves the right to impose special conditions in respect of any letting to protect its property or employees. Any special conditions will be confirmed to the Hirer in writing prior to the letting.

2.0 Health, Safety and Security

- 2.1 Safeguarding children and young people is of paramount importance. Hirers may be asked to produce, or undergo, DBS checks and produce appropriate qualifications.
- 2.2 The Hirer must make him/herself aware of the Trust's Health & Safety Policy and Emergency Procedures and abide by the rules.
- 2.3 Fire exits and routes must be kept clear at all times.
- 2.4 The Hirer is responsible for carrying out their own risk assessment of the activity/event.
- 2.5 Smoking is not permitted within the school/trust buildings or grounds.

2.6 No intoxicants, including alcohol shall be brought onto or consumed on the premises. 2.7 Electrical equipment used on site must have an up to date Portable Appliance Test (PAT). 2.8 Parking is only permitted on site by prior agreement. If car parking is allowed, vehicles must not cause an obstruction and the speed limit must be observed.

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- 2.9 Fireworks, candles and equipment of an inflammable, explosive or dangerous nature are not permitted on the premises.
- 2.10 School/trust equipment cannot be used without prior consent. The Hirer must ensure that the fabric, fittings and contents of the building/grounds are not interfered with or misused in any way. Pupils' work must not be touched.
- 2.11 The number of people attending the event must not exceed the numbers indicated on the booking form.
- 2.12 The Hirer is responsible for providing adequate supervision to maintain order, safety and good conduct and, where applicable, must adhere to the correct adult/pupil ratios at all times.
- 2.13 Only the areas hired can be used during the letting period.
- 2.14 The area must be left clean and tidy after the event. Chalk, resin or polishing materials may not be used on floors.
- 2.15 Any damage must be reported immediately to the Site Manager.
- 2.16 Rubbish must be bagged up and removed from site at the end of the letting period.
- 2.17 The Hirer must ensure that people attending the event understand that they do so at their own risk. 2.18 The booking form must include set-up and clear-up time and the event cannot exceed the times booked. 2.19 The Hirer is responsible for making his/her own First Aid arrangements.
- 2.20 The Hirer must take security precautions and on no account leave doors propped open or leave the site vulnerable to intruders in any way.
- 2.21 Any accidents or near misses that occur must be reported to the school at the earliest opportunity.

3.0 Hire charges

- 3.1 Charges are agreed at the time of booking.
- 3.2 If the event exceeds the booking time or requires a call out to the Site Manager, extra charges may be levied.
- 3.3 The Hirer agrees to pay the school/academy the cost of any repairs or making good any loss or damage arising out of or incidental to the hiring.
- 3.4 Lettings cancelled will be subject to the following charges:
- Lettings cancelled with at least 21 days' notice will be entitled to a full refund less a 10% administration charge (minimum charge £1)
 - Cancellations made less than 21 days in advance of the hire date are subject to 100% cancellation fee · In exceptional circumstances the cancellation fee may be waived for community groups. Please contact the school office for further advice

To be completed by the Hirer

I have read the Lettings Agreement and agree to abide by the terms and conditions set out above

Print Name:		Date:	
Signature:			
Name of Organisation:			



LETTINGS BOOKING

FORM APPENDIX II

Please complete and email/hand to the school office

I hereby apply for use of the premises and grounds as specified below:

NAME					
COMPANY/BUSINESS/ ORGANISATION					
ADDRESS					
TELEPHONE	Home:		Mobile:		
EMAIL					
DATE(S) OF HIRE					
TIME OF HIRE	From:		To:		
VENUE REQUIRED					
TOTAL NUMBER OF ATTENDEES		No. ADULTS		No. CHILDREN	

NATURE/DETAILS OF HIRE Please provide full details of the purpose of the hire, including the age range of participants:			
EQUIPMENT BEING PROVIDED BY THE HIRER:			
WHAT INSURANCE COVER IS IN PLACE?			
HAS A RISK ASSESSMENT BEEN COMPLETED?	YES / NO	ARE DBS CHECKS REQUIRED?	YES / NO
· I understand I will have to read and sign the conditions of hire which will be provided by the school when the booking is confirmed · I agree to pay the full cost of the hire within the due date of any invoice. · I enclose a copy of our public liability insurance certificate.			
Signed by Hirer:		Date:	

Office Use:

REGULAR HIRER	Y/N		
AGREED CHARGES		ENTERED INTO SCHOOL CALENDAR	
HIRER INFORMED BY EMAIL (Date)		INVOICE RAISED (Inv No.)	



APPENDIX III

**CROFT PRIMARY SCHOOL
LETTINGS CHARGES**

All rates are per hour or part thereof.

VENUE	COMMUNITY RATE	COMMERCIAL RATE
SCHOOL HALL	Free of charge Voluntary Donation	£10
CLASSROOM		£10
PLAYING FIELD		See Letting Charge Note*
PLAYGROUND		
ICT SUITE		£10
MEETING ROOM		£10
DINING ROOM		£10
KITCHEN		£10

All rates are per day

VENUE	COMMUNITY RATE	COMMERCIAL RATE
SCHOOL HALL	Free of charge Voluntary Donation	£50
CLASSROOM		£50
PLAYING FIELD		See Letting Charge Note*
PLAYGROUND		
ICT SUITE		£50
MEETING ROOM		£50
DINING ROOM		£50
KITCHEN		£50

*Letting Charge Note

To promote goodwill in the Croft Community it has been agreed that lettings for the Playground and Playing Fields for local Sports Clubs and Associations will be based on an annual upfront payment of £100 per year which will cover the use of the schools' external facilities up to a maximum of 20 times per annum. Usage in excess of 20 visits will be subject to an additional charge.

APPENDIX IV



GORSE COVERT PRIMARY SCHOOL LETTINGS CHARGES

(Rate per hour – charged half hourly after minimum period)

VENUE	MONDAY TO FRIDAY (till 6pm)	WEEKDAY EVENINGS (from 5:45pm))	WEEKENDS (2hrs minimum)
SCHOOL HALL	£8	£15	£20
HOLIDAY CAMPS	£8 Or £50 per day if 4 or more days are booked		
SCHOOL FIELD	£6	£9	£12
VILLAGE ROOM	£7	£13	£15
VILLAGE ROOM AND KITCHEN	£11	£17	£30
SCHOOL HALL AND VILLAGE ROOM	£11	£17	£30

DROP-IN ROOM	£5	£10 (only if available if another group in)	£15 (only if available if another group in)
MUSIC ROOM	£5	N/A	N/A

All areas should be left clean, ready for the next user group or a cleaning levy (minimum £10) will be added.

Rooms will only be available 10 minutes prior to booking time. Time for preparation and clearing up needs to be included in booking time.

APPENDIX V



**OAKWOOD COMMUNITY
PRIMARY SCHOOL**

LETTINGS CHARGES

All rates are per hour or part thereof.

COMMUNITY USE



VENUE	FIRST HOUR	ADDITIONAL HOURS	DAY RATE
SCHOOL HALL	£15	£12	£90
SCHOOL FIELDS (No access to buildings)	£15	£12	£90

COMMERCIAL USE

VENUE	FIRST HOUR	ADDITIONAL HOURS	DAY RATE
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SCHOOL HALL	£18	£14	£100
SCHOOL FIELDS (No access to buildings)	£18	£14	£100

APPENDIX VI



WOOLSTON COMMUNITY PRIMARY SCHOOL



LETTINGS CHARGES

COMMUNITY USE

VENUE	FIRST HOUR	ADDITIONAL HOURS	DAY RATE
SCHOOL HALL	£15	£12	£45
SCHOOL FIELDS (No access to buildings)	£15	£12	£45

COMMERCIAL USE

VENUE	FIRST HOUR	ADDITIONAL HOURS	DAY RATE

SCHOOL HALL	£18	£14	£50
SCHOOL FIELDS (No access to buildings)	£18	£14	£50

All hirers please note the following:

- All rates are per hour or part thereof.
- For one off lettings or infrequent lettings, an additional charge will be made for opening and/or closing the premises outside of the normal working hours of the Site Maintenance Office.
- For long term lettings out of school hours, organisations will be provided with an alarm key and access key to access the community section of the school.
- VAT is not applicable to lettings.
- Charges will be reviewed periodically by the Governing Body.