LETTINGS POLICY

Reviewed by:	Executive Team
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Contents

1. Purpose and Scope 2

2. Lettings Principles 2

3. Definition of a Letting 2

4. Charges and Financial Management 3

5. VAT Guidance 3

6. Management and Administration 3

7. Safeguarding Requirements 3

8. Insurance and Risk Protection 3

9. Cyber Security and Data Protection 4

10. Monitoring and Recordkeeping 4

11. Links to Statutory and Trust Policies 4

Appendix A - Application for the Hire of Facilities 5

Appendix B - Terms and Conditions of Hire Applicable from 1 Sept 23 7

Review Cycle: Annually, or sooner if prompted by changes in Government policy, Trust financial regulations, or operational circumstances.

1. Purpose and Scope

CET recognises its buildings and grounds as valuable community assets. This policy sets out the principles and procedures for hiring school premises to external organisations, ensuring that lettings:

- Support community engagement and lifelong learning
- Safeguard the educational mission of each school
- Are financially sustainable and compliant with statutory guidance
- Uphold safeguarding, data protection, and health and safety standards

This policy applies to all schools within CET and must be read alongside relevant Trust policies.

2. Lettings Principles

- Educational Priority: Lettings must not interfere with the core educational activities of the school.
- No Subsidy: The school's delegated budget must not subsidise lettings. All costs must be recovered.
- Community Benefit: Reduced rates may be considered for charities or local groups where there is demonstrable educational or community benefit, subject to CFO approval.
- Equality and Accessibility: CET is committed to inclusive access. Reasonable adjustments will be made to support disabled users or those with additional needs.

3. Definition of a Letting

A letting is any use of school premises by individuals, groups, or organisations not directly affiliated with CET. It excludes internal activities such as staff meetings, parent events, and pupil clubs supervised by school staff.

Lettings will not be granted to:

- Individuals under 18
- Groups with unlawful or extremist affiliations
- Events likely to cause disruption or reputational harm
- Any applicant deemed unsuitable by the headteacher or Trust

4. Charges and Financial Management

- Charges must cover:
  - Heating, lighting, and utilities
  - Staffing (e.g. caretaking, cleaning, security)
  - Administration
  - Equipment use
  - Wear and tear
  - Profit margin (where appropriate)
- Advice on charge setting must be sought from CET's central finance team.
- Charges are reviewed annually in Term 3 for implementation from 1st September.
- Each school will publish a schedule of charges and share it with hirers before agreement.

Income and expenditure must be monitored to ensure at least break-even performance.

5. VAT Guidance

Most lettings of rooms or land (e.g. halls, classrooms, fields) are VAT exempt if no services are provided. VAT applies if:

- Services (e.g. staffing, equipment, catering) are included.
- The hire is for commercial use or profit-making activities.
- Mixed Use: Where lettings include both exempt and taxable elements, VAT will be assessed per HMRC guidance.

6. Management and Administration

- The headteacher and operations/office manager oversee lettings.
- A **Lettings Agreement** (Appendix A) and **Terms and Conditions of Hire** (Appendix B) must be completed and signed before confirmation.
- No letting is confirmed until written approval is issued.
- Hirers must not publicise events until confirmation is received.
- Agreements must be in the name of a named individual with a permanent address to avoid tenancy risks.

7. Safeguarding Requirements

For lettings involving children or young people:

- DBS clearance and basic safeguarding training are required for adults regularly attending
- Child protection policy must be shared with the school
- Physical segregation from pupils is required during school hours
- Lone working policies must be followed
- Ofsted registration may be required for regulated activities

8. Insurance and Risk Protection

- Hirers must provide evidence of public liability insurance annually for ongoing bookings.
- CET schools are covered by the Risk Protection Arrangement (RPA), which provides indemnity for hirers without insurance under defined conditions.

9. Cyber Security and Data Protection

- All lettings records (agreements, insurance, safeguarding documents) must be stored securely and comply with CET's Data Protection and Cyber Security policies.
- Digital systems used for bookings must be approved by the Trust.

10. Monitoring and Recordkeeping

- The CEO, CFO, and headteachers monitor policy application.
- Each school must retain lettings records for **six years plus the current year**, in line with CET's Records Retention Policy.
- A live register of lettings must be maintained, including hirer details, dates, charges, and safeguarding status.

11. Links to Statutory and Trust Policies

This policy aligns with:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- CET's:
    - Health and Safety Policy
    - Risk Assessment Policy
    - Records Retention Policy
    - Lone Working Policy
    - Data Protection Policy
    - Child Protection Policy
    - Equality Policy
    - Cyber Security Protocols

Appendix A - Application for the Hire of Facilities

Applications to hire educational premises are required to be made by completing this form and returning it to the School at least 7-days before the period of hire required.

Name of Hirer and Organisation Name, if applicable: **Permanent private address of hirer:** Tel number: Email: Website: **Name of person responsible for the Hire/Organisation** Name: Phone: Mobile:
Facilities required: Sport/Activity undertaken:
Day(s) of Hire: Start time: Finish time: No. of Hours: Frequency of hire (delete as appropriate) Daily / Weekly / Monthly / Other Period of hire: (DD/MM/YY) Start date: End date:
Safeguarding Children and Young Adults Definition – Any hire that is attended by children or young adults under the age of 18 years. Children and Young Adults will attend and/or participate in the hire? **Yes/No (delete as appropriate)** **Hire will not be confirmed without declaration of DBS checks if applicable.** **See section 5 Appendix B for details.**
Named person responsible for Health and Safety during hire period: **Contact number during session:** **First aid certificate: enclosed/to follow (delete as appropriate)** **Fire Safety Declaration: Yes/No (delate as appropriate)**
Is the Hirer intending to sell any foods, goods, refreshments or alcohol at the Premises? **Yes / No (delete as appropriate) (If yes, see terms and conditions of hire)**
Will the Hirer conduct public entertainment? Yes / No (delete as appropriate) If yes, the hirer/organisation may be required to apply for and submit copies of PPL, MCPS or PRS licences. **See section 4 Appendix B for details**

All sections of the form must be completed and returned to the school. The school contact details are: office@georgegrenville.co.uk

Hirers are required to note the following:

- The terms and conditions are an integral part of this agreement. Hirers must satisfy themselves that they are fully aware of them, and by signing they undertake to observe and perform the requirements as set out therein
- Until such time as the signed hire agreement is received by the school, together with any deposit or payment required, there is no firm booking with the school for the hire. This means that the school is free to accept alternative bookings for the facilities without any obligation to the hirer.

Payment terms
Payment is required in advance of the booking
By BACS:

Account Name: Campfire Education Trust

Bank Name: Lloyds Bank

Bank Address: 25 Gresham Street, London EC2V 7HN.

Sort Code: 30-15-53

Account Number: 85213460

Please quote the invoice number followed by the school name as reference

Cash is not accepted

Declaration of hirer
I acknowledge that I have received a copy of the terms and conditions governing hire and understand them. I agree to abide by them and pay all sums due. I agree to pay for the reinstatement following any damage to property caused as result of this hire. I confirm that I am an authorised signatory for the organisation affecting the hire and am duty empowered to commit them to contract.
Signature of hirer/authorised representative of the Hirer

……

Print Name:…….

Date:…….

For School Office Use Only

To the named Hirer

Your application for hire is approved under this Agreement

Cost per session:……

School Authorised Representative:……

Date:……..

Appendix B - Terms and Conditions of Hire Applicable from 1 Sept 25

1. Bookings

1.1 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required. Hirers will be invoiced monthly in advance. Payments are due before hire commences. New hirers may be required to pay a refundable deposit appropriate to the value of their hire. If there is damage, or the need for extra cleaning after the letting, the hirer will pay any subsequent account to cover these costs.

1.2 Hire is for the periods as stated in the application. Non-attendance which has not been previously agreed following a booking will be chargeable, excepting that under the school's discretion items such as adverse weather, fire, flood, unforeseen circumstances or unexpected staffing issues may affect attendance.

1.3 Bookings are not confirmed until the application has been agreed and signed by the school's authorised representative on the application form provided.

2. Payments and charges

2.1 Any payment made on the day of attendance should be clearly marked with the hirers name and the amount, and a receipt issued by the school's authorised representative. Payment should be made via bank transfer to: **The bank details above**

2.2 All payments must be marked for the attention of the George Grenville Academy Finance Team. No credit terms will be extended. Deposits may be requested.

2.3 Late payments not agreed with the school may be subject to a late payment charge equivalent to the Bank of England base rate + 8%.

2.4 Any non-payment, which in the school's opinion is justified, will allow the school to terminate the hire, at which point all outstanding charges will become payable and the hirer will be prohibited from using the facilities until the account is settled. Failure to settle the account may result in court action.

2.5 Block bookings for sports and physical recreation facilities of 10 sessions or more may be exempt from VAT. Hire charges will be reviewed annually.

3. Cancellation and termination

3.1 The school reserves the right to cancel any letting if the accommodation is required for urgent official or school business. In these circumstances, every effort will be made to advise the hirer as soon as possible.

3.2 The school require one calendar months' notice, in writing, of termination of the hire if the end date differs to that stated on the application form. Without the required notice all hire costs are payable by the last period of attendance under the notice period.

3.3 Hire will be automatically terminated and all hire costs up to the date of termination will become payable. If school staff, grounds, equipment, and buildings are either verbally or physically mistreated. Hirers are to be respectful of the privacy, security and nuisance of neighbors and the general community without exception.

4. Use of facilities

4.1 The school expects all hirers to ensure that all users of the premises are considerate to the school's neighbours when parking on and around the school premises.

The school accepts no responsibility for loss of property, damage to cars or injury incurred by the use of the school car park for the purpose of lettings.

4.2 No alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only on the boards provided, if applicable. Any school furniture or equipment moved by the hirer must be replaced where it was found.

4.3 The school will prepare the facilities for any required letting unless agreed otherwise. A school representative will be available to contact throughout the letting. It is the hirers responsibility to leave the premises clean and tidy and ready for school use.

4.4 The hirer is responsible for providing supervision during the course of the hire and must satisfy the school representative that the arrangements being made are adequate.

4.5 Hirers are responsible for the safety and security of the areas that they operate in and for instructing and restricting access to non-hire areas. Depending on the last booking time, members of the public normally must not be admitted to the premises after 6pm.

4.6 Spectators are welcome and are governed by the same terms and conditions as the hirer. No smoking, including vaping and or the use of e-cigarettes is allowed on the premises or site.

4.7 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are to be permitted, hirers must consult the school's representative in advance to ensure that the school's premises are adequately licensed for the purpose before submitting an application.

4.8 The lead hirer or their accredited representative must be in attendance at all times and accept responsibility for any damage caused to the school's grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting for the hire. Every precaution must be taken to avoid such damage, and the hirer will be required to meet the cost of making good any damage, however caused.

4.9 Images, recordings or any other media taken of the facilities for print, visual or social media must first be approved by making an application to the school's representative.

4.10 Footwear which is likely to cause damage to school floors must not be worn. Only training/specialist Astroturf soles or moulded rubber studs are permitted on the MUGA pitch, if applicable. Flat sole trainers, bladed boots and screw in studs are not permitted.

4.11 Users are required to stop play five minutes before the end of their booking period to allow equipment to be removed and/or set up for the next hirer.

5. Safeguarding

5.1 The Department for Education states – where a third party hires the school premises outside school hours, the responsibility for ensuring that safeguarding measures are in place rests with the third-party provider rather than the school.

5.2 The hirer is responsible for ensuring that all safeguarding requirements in relation to children and young adults has been carried out, including suitable checks (Disclosure and Barring Service - DBS). Where applicable, the hirer will provide safeguarding information prior to hire. Without exception, hire will not commence without suitable arrangements being in place.

6. Health and safety responsibilities

6.1 The hirer is responsible for providing First Aid provision appropriate to the activity and the nominated person must be trained in First Aid to a suitable level.

6.2 The hirer is responsible for providing appropriate risk assessments and method statements for all activities to the school's representative at the time of the application and approved before the booking takes place.

6.3 The hirer must have a method of contacting the emergency services, i.e., a mobile number or ensure access to a landline phone is available.

6.4 The school accepts no responsibility for any of the above.

7. Fire precautions

7.1 The hirer shall ascertain and comply with any special fire precautions, requirements contained in music, singing and dance, theatres, or any other licences appropriate to the intended use of the premises.

7.2 The hirer, or a responsible person nominated by them in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties that will prevent them from exercising general supervision of the premises.

7.3 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be kept clear at all times and where amendments to seating are made an appropriate fire risk assessment and alternative evacuation procedure must be submitted by the hirer.

7.4 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms or storage of any kind.

7.5 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at the function.

7.6 Doors and opening, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have notices placed over them indicating 'No Access or Thoroughfare'.

7.7 Mats and other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.

7.8 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.

7.9 All portable electrical items used on the premises, must be tested and certified as compliant with current Portable Appliance Testing regulations.

7.10 No electric fires, gas fires, stoves or open fireplaces shall be used on the premises.

7.11 The hirer shall ascertain the position of telephones, escape routes, fire alarm systems and firefighting equipment, which shall be in the charge of a competent person nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of main hall performance and exhibitions the school's person responsible for fire (headteacher) shall be consulted as to whether any special firefighting equipment should be provided.

7.12 Thorough checks should be made by the hirer at the end of the letting to ensure that no smoldering fires are left burning and that all doors and windows are properly secured.

8. Access and egress

8.1 To allow for emergency vehicle access, all other vehicles must be parked in marker bays only.

8.2 Entrance/exit into the school's grounds is though the pedestrian and car park gates

8.3 Members of the public must not be admitted to the premises after 6:00pm

9. Food, goods and alcohol

9.1 Alcohol must not be sold or consumed on the premises unless specific approval has been given by the headteacher If approval is given for the sale or consumption of alcohol liquor, the responsibility for obtaining the necessary licence rests upon the hirer.

9.2 Hirers are not permitted to sell any food or goods on the premises without permission from the headteacher or their nominated person.

10. Equipment

10.1 The school has no responsibility to provide storage for hirers equipment and in instances where storage is provided, a charge may be levied and responsibility and liability remains totally with the hirer.

10.2 School equipment must not be used unless specific person has been obtained in writing from the school's nominated person.

11. Facilities operating times and dates (term times)

Operating hours are as follows (other than by prior arrangement):

Monday to Friday – **7am – 6pm**

Saturday –Closed

Sundays – Closed

12. Facilities Operating Times and dates (Non-Term Times)

Operating hours are as follows (other than by prior arrangement):

Monday to Friday – **Please contact the school directly to discuss term opening times.**

Saturday – Closed

Sundays –Closed

Facilities may be closed at any time at the school's discretion due to planned maintenance and/or unforeseen circumstances such as adverse weather, fire, flood etc.