

## Lettings Policy

Date adopted: 26 January 2022  
 Review cycle: Every 2 years or earlier  
 Approval: CEO  
 Next Review: November 2025  
 Date:  
 Local approval: Head Teacher

Last reviewed: 2 February 2025  
 Is this policy statutory? No  
 Author: COO  
 Local author:

### Revision record

| Re<br>visi<br>on<br>No | Date             | Revised by | Approved date    | Comments                                                                        |
|------------------------|------------------|------------|------------------|---------------------------------------------------------------------------------|
| 1                      | 16 November 2023 | L Mason    | 16 November 2023 | References to Covid removed.<br>Safeguarding section updated as per KCSiE 2023. |
| 2                      | 2 February 2025  | L Hamer    | 5 February 2025  | Available Areas added<br>Capacity & Prices added                                |

## 1 Scope

- 1.1 This agreement is prescribed by The Good Shepherd Trust and all reference to 'the Trust' or 'we' includes all Trust schools, the central team and subsidiary organisations. This policy applies to lettings.
- 1.2 "Hirer" means the person or entity identified in the relevant hire request form.

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support school activities
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, within current legislation and following government guidelines

## 2 Available areas

The school will permit the hire of the following areas:

- Sports hall
- Duke of Edinburgh Theatre
- Atrium
- Drama Studio
- Classrooms

- Front fields
- Back Field
- Chapel
- MUGA
- Cricket Pitch

## 2.1 2.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

| SPACE                                | DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | COST PER HOUR |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>The Duke of Edinburgh Theatre</b> | <p><b>Stage area is 15.2m x 7m</b><br/>The theatre has tiered, bleacher retractable seating for 147 people.</p> <p>The Theatre can also be used without the seating as a dance or drama studio e.g. for aerobics, martial arts, rehearsals. There is a sprung wooden floor and floor to ceiling mirrors along one wall.</p>                                                                                                                                                                                                                                              | £30-£40       |
| <b>Sports Hall</b>                   | <p><b>33m x 18m</b><br/>The Sports hall is a multi-purpose facility with a non-slip wooden floor. It is marked and can accommodate the following sports:<br/>Basketball (1 full sized court, extra 8 rings on the side walls for training)<br/>Football (1 5-a-side pitch with goals)<br/>Netball (1 court)<br/>Badminton (4 courts)<br/>Trampoline (2 trampolines + hoist)<br/>Cricket (2 nets) (£5 additional charge for nets)</p> <p>It can also be used for general fitness training and ball games.<br/>Male and Female changing facilities are also available.</p> | £35           |
| <b>Atrium</b>                        | <p><b>16m x 12m</b><br/>The Atrium is a bright, open space that can be used on its own, or when hiring the Duke of Edinburgh Theatre or other rooms in the school. It has seating for 150 (with or without tables).</p>                                                                                                                                                                                                                                                                                                                                                  | £35           |
| <b>Drama Studio</b>                  | <p><b>12m x 10m</b><br/>The Drama Studio is a general-purpose room that has a relatively clear floor area.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | £20           |
| <b>Classrooms</b>                    | <p><b>Average size 7m x 7m</b><br/>There are 20 classrooms available for hire for evening classes, small meetings, or training. They all have interactive whiteboards which can be connected to a laptop. Most can accommodate 30 people. The classrooms can be hired individually, or in conjunction with the Theatre or Atrium.</p>                                                                                                                                                                                                                                    | £15           |
| <b>Chapel</b>                        | Prayer Space for up to 40 people.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | £10           |
| <b>MUGA</b>                          | <p><b>71m x 36m</b><br/>Multi-Use Games Area with a wide variety of uses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | £25           |
| <b>Rugby pitch / Front Field</b>     | Two rugby fields, with posts. Situated at the front of the school grounds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | £20           |
| <b>Football pitch/ Back Field</b>    | One football pitch situated at the back of the school grounds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | £20           |
| <b>Cricket pitch</b>                 | Artificial turf wicket and grass field on the front of the school grounds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | £35           |
| <b>Athletics Track</b>               | Marked track on the front field (seasonal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | £20           |
| <b>Caretaking</b>                    | Weekends, bank holidays or similar.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | £30           |
| <b>Cleaning</b>                      | This charge is added to the invoice if a report is received that the room/s used were not left in an acceptable condition. Minimum charge = 1 hour.                                                                                                                                                                                                                                                                                                                                                                                                                      | £20           |
| <b>Car parking</b>                   | We have onsite parking for 100 cars. One car park situated at the front of the school and one at the back available on request.                                                                                                                                                                                                                                                                                                                                                                                                                                          | /             |

## **2.2 Rates**

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

## **3 Cancellations**

- 3.1.1 We reserve the right to cancel any agreed hiring with a minimum of 7 days' notice.
- 3.1.2 A full refund will be issued if the school cancels a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.
- 3.1.3 The hirer of the premises can cancel any hire with a minimum of 14 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.
- 3.1.3.1 Cancellation due to sickness of the hirer does not exempt the hirer from the requirement of 14 days' notice.
- 3.1.4 Coronavirus-related cancellations such as changes to government guidelines in local lockdown or PHE guidelines to shut the site are exempt from the notice periods stated in 3.1.1 and 3.1.3.

## **4 Application Process**

- 4.1 Those wishing to hire the premises must fill out the hire request form in appendix 1 of this policy and read the terms and conditions of hire set out in section 5.
- 4.2 The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by Trust Business Manager or Headteacher.
- 4.2.1 All hirers must provide proof of its public liability insurance in conjunction with their application.
- 4.3 If the request is approved, the school will contact the hirer with details of how to submit payment and make arrangements for the date and time in question.
- 4.4 We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

## **5 Terms and Conditions of Hire**

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

- 5.1 The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
- 5.2 The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
- 5.3 The hirer shall not sub-licence any of the premises under the licence.
- 5.4 The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
- 5.5 Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
- 5.6 The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
- 5.7 The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
  - 5.7.1 Those who hire any aspect of the Trust's school sites or any facilities will be made aware of the content of the Trust's health and safety policy and will have responsibility for complying with it.
- 5.8 The hirer must provide an up-to-date risk assessment for all activities at the commencement of the letting.
- 5.9 The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate on application.
- 5.10 The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
- 5.11 The hirer shall indemnify and keep indemnified the school from and against:
  - i. any damage to the premises or school equipment;
  - ii. any claim by any third party against the school; and
  - iii. all losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
- 5.12 Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
- 5.13 The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
- 5.14 The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
- 5.15 The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
- 5.16 If the hirer breaches any of the terms and conditions the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
- 5.17 The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
- 5.18 The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third-party intellectual property.
- 5.19 The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.

- 5.20 The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
- 5.21 The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
- 5.22 This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
- 5.23 The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.
- 5.24 The School's liability will be subject to the Definitions, Extensions, Exclusions and Conditions of the Rules RPA Membership Rules.

## **6 Safeguarding**

- 6.1 The Good Shepherd Trust is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.
- 6.2 It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.
- 6.3 The School will seek assurance that the hirer has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed).
- 6.4 If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), the school will ask for confirmation that the hirers have had the appropriate level of DBS check.
- 6.5 The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Designated Safeguarding Lead at the School as soon as reasonably practicable.

## Appendix 1 : Booking Application Form

### 1. CONTACT

|                                                               |  |
|---------------------------------------------------------------|--|
| <b>Name of Contact:</b>                                       |  |
| <b>Name of Company/Club/Business:</b>                         |  |
| <b>Phone Number:</b>                                          |  |
| <b>General Email:</b><br><b>Invoice Email (if different):</b> |  |

### 2. LETTING INFORMATION

| Start Date:                              |          | End Date (if known): |          |          |          |          |          |
|------------------------------------------|----------|----------------------|----------|----------|----------|----------|----------|
|                                          |          |                      |          |          |          |          |          |
| <b>Days of the week (please circle):</b> | <b>M</b> | <b>T</b>             | <b>W</b> | <b>T</b> | <b>F</b> | <b>S</b> | <b>S</b> |
| <b>Hire Start Time:</b>                  |          |                      |          |          |          |          |          |
| <b>Hire end Time:</b>                    |          |                      |          |          |          |          |          |
| <b>Term Time or Year-Round?</b>          |          |                      |          |          |          |          |          |
| <b>Date exceptions?</b>                  |          |                      |          |          |          |          |          |

| AREAS                        | BEING USED? | DETAILS |
|------------------------------|-------------|---------|
| <b>INSIDE</b>                |             |         |
| • Sports Hall                |             |         |
| • Sports Hall & Cricket Nets |             |         |
| • D of E Theatre             |             |         |
| • Atrium                     |             |         |
| • Classroom                  |             |         |
| • Drama Studio               |             |         |
| • Chapel                     |             |         |
| • Library                    |             |         |
| • Staff Room                 |             |         |
| <b>OUTSIDE</b>               |             |         |
| • MUGA                       |             |         |
| • Back Field                 |             |         |
| • Front Field                |             |         |
| • Cricket Pitch              |             |         |
| • Baseball Pitch             |             |         |
| • Athletics Track            |             |         |
| OTHER -                      |             |         |

### 3. ACCESS

| ACCESS CARDS                        |        |
|-------------------------------------|--------|
| Front access needed?                | Yes/No |
| Back door access needed? (STANDARD) | Yes/No |
| CAR PARKS                           |        |
| Front Car Park                      | Yes/No |
| Back Car Park                       | Yes/No |

### 4. OTHER REQUIREMENTS

| SERVICE                                               | DETAILS |
|-------------------------------------------------------|---------|
| IT Support                                            |         |
| Seating                                               |         |
| <ul style="list-style-type: none"><li>Other</li></ul> |         |

I agree to and will follow the Lettings Policy as detailed above.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_