



## Lettings Policy

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### 1. Introduction

The Governing Board regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as such. However, a letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

The school's budget will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet additional costs incurred by the school in respect of lettings.

Prior to the letting taking place, this document and the school's Policy for Health and Safety should be provided to the hirer who must sign to confirm that they have read and accepted the terms and conditions.

### 2. Definitions

Hirer:	The person or organisation entering into the contract with the school
User:	Those people making use of the premises hired under a letting agreement between the school and the hirer
Steward:	Person or persons supervising or organising the users

### 3. General Conditions

- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available if required.
- The hirer, not the school, is responsible for the health and safety issues related to the activities associated with the hire. All statutory requirements must be observed and school specific requirements complied with.
- Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and egress, including around the car park. Where the hirer is in control of such lighting, the steward will be shown where the switches are.

- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the steward.
- The school will accept no responsibility for damage howsoever caused to vehicles and other property while the users are on the school site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.
- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site manager/ member of school staff concerning the area available.
- Stewards are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points during a premise's familiarisation session in advance of the actual hiring. The hirer then takes responsibility for briefing other users associated with the hiring. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up a PEEP (Personal Emergency Evacuation Plans) for anybody who will not be able to get themselves out of the building unaided. Procedures are in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the school's fire risk assessment.
- Rooms that are made available to hirers are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. The school is not responsible for the users' activities but will ensure that the activity and the hired room/equipment are compatible.
- Except by specific agreement, equipment must be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must have a valid test and inspection certificate. It is the hirer's responsibility to take precautions to ensure users' safety when using equipment, whether that equipment belongs to the school or not.
- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, identifying a muster point and carrying out a check of users.
- Smoking is not allowed in any part of the school premises.
- No food or drink may be prepared or consumed on school property unless this has been agreed at the time of application.
- Footwear must be appropriate for the activity. No stiletto or other thin heels to be worn in any circumstance.
- No sub-letting is allowed.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or standing capacity of the premises. Even if the stated capacity (Appendix D) is not exceeded, the hirer will

not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.

- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The school will reserve the right to refuse hire on any grounds.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes. The hirer must contact a representative of the school as soon as practicable in the event of an emergency that puts the premises or school property at risk. The school must provide a contact number for such emergencies.
- The hirer must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.
- The hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition including replacing any furniture that has been moved. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.

#### **4. Insurance**

It is the responsibility of professional hirers to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is recommended. Voluntary groups are covered by the school's own insurance.

#### **5. In the event of an incident, fire or near miss**

The school will ensure that Incident Report forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school will follow up the report to ensure that it is completed correctly and that an investigation is undertaken.

#### **6. Licence**

The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained (such as theatre, performing rights or cinematograph licences).

#### **7. Charges**

The Governing Board is responsible for setting charges for the letting of the school premises (Appendix C). Charges will be reviewed annually in time for the new financial year starting from 1<sup>st</sup> September.

#### **8. Charges**

The school is not registered for VAT.

#### **9. Cancellations**

Lettings may be subject to a cancellation fee up to the full cost of the hire if less than 48 hours' notice is given.

#### **10. Safeguarding**

Where Governing bodies or proprietors hire or rent out school facilities/premises to organisations or individuals (for example to community groups, sports associations and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.

Where the services or activities are provided by an external body, the governing body or school should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place. The governing body and school will ensure that there are arrangements in place to liaise with the school on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll.

The governing body and school should ensure safeguarding requirements are included in hire agreements as a condition of use and occupation of the premises; and that failure to comply with the safeguarding policies would lead to termination of the agreement.

A copy of the Hirer's safeguarding & child protection policy must be forwarded to the school upon booking for review by our DSL. A letting will not be agreed without receiving this document.

Any safeguarding concerns occurring during the hire of the facilities must be reported to the schools DSL.

## Appendix A to Lettings Policy

### HOLYWELL SCHOOL FACILITIES BOOKING FORM

<b>Name of Hirer</b>			
<b>Name of Organisation/Group</b>			
<b>Hirer's Address Including postcode</b>			
<b>Daytime Telephone number and email</b>			
<b>Evening Telephone number</b>			
<b>Details of Hirer's Public Liability Insurance (if applicable)</b>			
<b>Name of Company</b>			
<b>Policy Number</b>			
<b>Renewal Date</b>			
<b>DBS/CRB Certification No.</b>		<b>Date certified:</b>	

<b>Start Date:</b>		<b>Start Time:</b>	
<b>End Date:</b>		<b>Finishing Time:</b>	
<b>Day(s) of Week: (Please tick)</b>		<b>Number of Lettings:</b>	
<b>Mon</b>	<input type="checkbox"/>	<b>Tue</b>	<input type="checkbox"/>
<b>Wed</b>	<input type="checkbox"/>	<b>Thu</b>	<input type="checkbox"/>
<b>Fri</b>	<input type="checkbox"/>	<b>Sat</b>	<input type="checkbox"/>
<b>Sun</b>	<input type="checkbox"/>		
<b>Nature of Activity:</b>			
<b>Equipment to be brought in by hirer:</b>			
<b>Age range of those attending:</b>		<b>Numbers attending:</b>	

#### Room or Area to be Hired (tick relevant columns)

ROOM OR AREA	Tick	ROOM OR AREA	Tick
General purpose classroom	<input type="checkbox"/>	Hall	<input type="checkbox"/>
Gym	<input type="checkbox"/>	Craft area/Home Economics area	<input type="checkbox"/>
Sports field	<input type="checkbox"/>	<b>Other (specify)</b>	<input type="checkbox"/>
Showers/changing rooms	<input type="checkbox"/>		

## Standard Conditions of Hire

**(If the Hirer is in any doubt as to the meaning of the following, the School should immediately be consulted).**

1. The HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons. The Hirer is responsible for the safe well being of participating members and the safety of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements in order to avoid obstruction of the highway.

858809488. The HIRER shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way; not do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.

858813888. The HIRER shall be responsible for obtaining such licences as may be needed for the consumption of intoxicating liquor and the School informed prior to application for such a licence.

858809728. The HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

858812128. The HIRER shall indemnify the Governing Board for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.

858813088. If the HIRER wishes to cancel a single booking, one week's notice is required or the full fee will be levied. For long term hire, 4 weeks' notice is required for termination.

858812448. AT THE END of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless instructed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Governing Board shall be at liberty to make an additional charge.

858812848. THE GOVERNING BOARD reserves the right to cancel this hiring in the event of the hall being required for a School function or use as a Polling Station for Parliamentary or Local Government election or by-election, in which case the HIRER shall be entitled to a refund on any deposit already paid.

858809808. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Governing Board shall not be liable to the HIRER for any resulting loss or damage whatsoever, but the hirer shall be entitled to a refund or any deposit already paid.

858811088. The HIRER, if a profit-making organisation, must have their own liability insurance cover. Evidence will be required before the letting take place.

858811089. If HIRER is a club/event for children up to the age of 18, proof of DBS (CRB) certification is required before letting takes place.

858811408. **TERMS OF PAYMENT: PAYMENT SHOULD BE MADE TO HOLYWELL SCHOOL ONE WEEK BEFORE THE LETTING TAKES PLACE. Failure to pay by this date may result in the booking being cancelled.**

I have seen the school's Health and Safety Policy	YES/NO	I have seen the scale of charges	YES/NO
I have read and understand the School's Letting Policy	YES/NO		
Will you bring electrical equipment of any sort when you hire the premises (even extension leads, for example)? If so, has this equipment been tested in accordance with Holywell School's requirements?	YES/NO	If yes give details	
<b>I agree to the terms and conditions above:</b>			
<b>Signed:</b>		<b>Dated:</b>	
<b>Print Name:</b>			

**Appendix B to Lettings Policy**

**LETTINGS FORM CHECKING SHEET BY SITE AGENT**

**FOR SCHOOL USE ONLY**

<b>Name of Hirer</b>													
<b>Name of Organisation/Group</b>													
Start Date:		Start Time:											
End Date:		Finishing Time:											
<b>Day(s) of Week: (Please tick)</b>		Number of Lettings:											
<b>Mon</b>	<input type="checkbox"/>	<b>Tue</b>	<input type="checkbox"/>	<b>Wed</b>	<input type="checkbox"/>	<b>Thu</b>	<input type="checkbox"/>	<b>Fri</b>	<input type="checkbox"/>	<b>Sat</b>	<input type="checkbox"/>	<b>Sun</b>	<input type="checkbox"/>

<b>Item</b>	<b>Date</b>	<b>Initials</b>	<b>Comments</b>	
Letting confirmed				
Room or area allocated				
Hirer shown fire escape routes				
Public entertainment licence seen				
Insurance documents seen				
Instructors' qualifications seen				
Details given to Site Agent				
Invoice sent out			<b>Invoice no.</b>	<b>Amount:</b>
Payment received/credit given				

**All above checked and in order**

**Signed** \_\_\_\_\_ **Site Agent**

**Date** \_\_\_\_\_

**Please return this form to the Finance Assistant when completed.**

**Appendix C to Lettings Policy**

**Holywell School Hire Agreement**

**Hire Agreement between:**

The Governing Board of Holywell School, Red Lion Close, Cranfield, Bedfordshire MK43 0JA and

The Hirer:	
Address:	
Telephone:	

Area of school premises to be used:

Equipment/facilities to be used:

Specific nature of use:

Maximum attendance:

Date(s) of hire:

Fee *(to be paid in advance)* £

Holywell School agrees to let the premises to the hirer on the dates detailed above upon receipt of the fees specified.

The Hirer accepts all the general conditions of hire as set out in the Lettings Policy.

The Hirer's attention is specifically drawn to the indemnities contained in the conditions of hire and the need to obtain suitable insurance cover for any loss, damage or injury.

Signatures: ..... Hirer

..... On behalf of the Governing Board

Date: .....

## Appendix D Occupant Capacity

### Occupancy Factors

Room	Size	Description	Number Allowed
MacFarlan Room	280m <sup>2</sup>	Maximum Occupancy standing or seated without	225 seated 250 standing
Gym	217.4m <sup>2</sup>	Maximum Occupancy seated chairs in rows	225 seated 250 standing
Typical classroom	50m <sup>2</sup>	Maximum occupancy	30 seated
Library	138m <sup>2</sup>	Maximum occupancy	60 seated

**HOLYWELL SCHOOL**  
**SCALE OF HIRE CHARGES w.e.f. 01/04/2025**

AREA (55 minutes per session) Prices are per session.	MONDAY TO FRIDAY			SATURDAYS & SUNDAYS School Holidays	BANK HOLIDAYS
	External users per session 4-6.55pm / 7 pm onwards	Holywell students and/or Community Use per hour			Price on application
		4.00 – 6.55pm per session	7.00pm onwards per session		
<b>Gym including changing rooms</b>	£50/£70	£40	£60	£70	
<b>Classroom</b>	£50/£70	£40	£60	£70	
<b>Playground</b>	£50/£70	£40	£60	£70	
<b>FIELD ONLY</b>	£50/£70	£40	£60	£70	
<b>Field and Changing Rooms</b>	£50/£70	£40	£60	£70	

NEW SPORTS HALL	MONDAY TO FRIDAY		SATURDAYS & SUNDAYS	BANK HOLIDAYS
<b>Term Time Only</b>		<b>6-6.55pm / 7.00pm onwards</b> Per session	<b>9.00am to 12.00pm</b> Per session	Price on Application
<b>Holywell students and/or Community Use</b>		£50 / £60	£60	
<b>External Users</b>		£60 / £70	£70	
<b>SCHOOL HOLIDAYS</b>		<b>9.00am – 4.00 pm</b>	<b>9.00am to 12.00pm</b>	
<b>Holywell students and/or Community Use</b>		£60	£60	
<b>External Users</b>		£70	£70	

For specific terms please see Standard Conditions of Hire printed on the reverse of the booking form, which must be signed prior to date of booking. Lettings do not include use of school kitchen. However special considerations may be given for use of the kitchen where the hirer has a valid Food Hygiene Certificate. Under no circumstances should nuts be contained in any food served on the premises. Please ask to see the school's food policy regarding this.

If you are interested in booking a full day please contact the school for prices. For regular bookings of more than one hour please enquire about discounted rates.

