



**Dame Alice Owen's School  
The Dame Alice Owen Foundation - 1613**

# **LETTINGS POLICY**

Agreed by the Governing Body Facilities Management Committee  
To be reviewed

November 2023  
Autumn 2024

*(Annually)*

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It is the policy of the Governing Body to authorise lettings:

1. Of an educational nature for adults and/or children;
2. To local community groups and associations;
3. For commercial purposes where these do not conflict with the aims of the school and provided that the hirer does not claim that the Governing Body, Headteacher or staff endorse the products or services being offered.

Lettings within school hours will only be considered if it is to the benefit of the education of the school or the families of the school. Such lettings must not disturb or distract from any learning within the school, and must meet the School's safeguarding requirements. Failure to do so, will result in a termination of the letting.

All lettings must be dated and a maximum letting of 52 weeks can be agreed at one time. Lettings can occur on an hourly, daily or weekly basis.

All lettings should end by 10pm. However, special extensions to this time may occur with the authorisation of the Facilities Manager.

The Governing Body recognises its responsibility to make the school available for electoral purposes if required to do so by the Returning Officer.

The Governing Body recognises its responsibility to ensure that public funds provided for the education of students are not used to subsidise lettings: these will be charged at rates that cover all costs including wear and tear, and provided a modest profit margin for lettings in categories 1 and 2 above and a greater margin for category 3.

## **Responsibility for policy, charges, authorisation and administration of lettings**

The School's Facilities Committee is responsible for keeping this policy under review.

The School's Facilities Committee has been delegated authority to fix the scale of charges for lettings annually. The authorisation of lettings of the sports facilities is delegated to the School Business Manager (SBM); operational management of the lettings is delegated to the Sports Lettings Manager. Authorisation of lettings within the main school buildings is delegated to the Facilities Manager. (The Headteacher and/or Chair of the Facilities Committee will be consulted in cases of doubt). The administration of lettings is delegated to the School Facilities and Finance Teams, all of whom shall act within the framework of this policy document as amended from time to time. No lettings will be permitted unless:

1. The hirer completes and signs the lettings booking form and management agreement;
2. The Sports Lettings Manager or Facilities Manager has received a copy of the lettings booking and management agreement endorsed to show that the hirer has accepted the conditions of the letting, has paid the required deposit and lettings charges.
3. The hirer agrees to provide a copy of the Public Liability Insurance prior to the let commencing.
4. In the event the hirer carries out activities on site with children under the age of 18, the hirer agrees to provide a copy of their safeguarding policy and the name of their Designated Safeguarding Lead

### **Lettings Administration**

1. Hirers will be directed to make their initial enquiries to the Sports Lettings Manager or Facilities Manager, depending on the area of the school being let, who will provide details of lettings charges and conditions. The hirer will be notified whether the premises are available on the required date or not and, if appropriate will give the hirer an application form to be returned to the relevant office.
2. The hirer will return the application form to the relevant Manager.
3. The above will check:
  - a. That the letting is of a type that can be authorised;
  - b. With the school diary that the premises are available;
  - c. That the letting can be staffed.
  - d. Whether a deposit is required.

Subject to these checks, the Finance Team will issue an invoice or notice of refusal.

4. The hirer will return a signed copy of the lettings booking and management agreement accepting the conditions of the letting and enclosing the deposit, if required.
5. The hirer is required to obtain any necessary permit from the Local Authority, for example, a public entertainment license or alcohol license and to provide a copy of the permit returned by the hirer to show that any necessary permits have been obtained.
6. For Sports Lettings, the hirer will be invoiced monthly in arrears, with 30 days payment terms, unless other terms have been negotiated at the start of the let. Non-payment of any invoice will result in the let being terminated.

7. For regular non-sports lettings the hirer will be invoiced termly in advance. Nonpayment of any invoice will result in the let being terminated.
8. For one off lettings, the hirer will be invoiced in advance and payment must be received in advance of the let otherwise the let will be cancelled.
9. The Manager will report to the School Business Manager whether any additional costs have been incurred because of extra cleaning, overrun of the lettings period, damage or other reasons. The School Business Manager will decide whether the deposit should be returned or additional charges should be invoiced for and will notify the hirer accordingly. The School Business Manager shall discuss serious damage with the hirer and shall report it to the police and the insurers if necessary.
10. If the school has to cancel a letting for any reason, the Manager shall give as much notice as possible but shall not be liable for any consequential loss on the part of the hirer.
11. Private Property: No responsibility can be accepted by the Governing Body for loss of, or damage to, any property, which may be brought onto the premises as a result of letting.
12. The hirer shall not permit any interference with the gas system, pipes, electric wiring, light switches, or other installations of the school without the previous consent of the School Business Manager in writing.
13. No nails, screws, adhesive or adhesive tape shall be fixed to the floor, walls, ceilings or any part of the building nor shall any platform or other erection, or any decoration be put up without the previous consent of the School Business Manager in writing.
14. All electrical equipment used must be PAT tested.
15. The premises and rooms must be tidied and organised back to the same state after each letting.
16. Damage to resources or parts of the building must be reported to the School Business Manager and Headteacher and all damages must be paid for by the hirer.

### **School Responsibilities**

For the duration of the letting period schools will be responsible for ensuring:

- All hirers must have adequate public liability insurance, normally in excess of £5million
- Adequate means of escape in the event of an emergency.
- Emergency evacuation procedure is known by hirer.
- Safe equipment and premises.
- Adequate heating, lighting and welfare facilities.
- Contact number available to deal with defects / problems.
- Arrangements in place to ensure security of premises at the end of the letting period.

- Facilities used in a responsible manner which does not compromise the safety of users or the premises or equipment.
- Emergency exits, fire extinguishers and alarm points are not obstructed.
- A designated staff member is required to remain at the school for the full duration of the letting. If they have to leave the premises because of an emergency, they must in the first instance attempt to obtain cover. If cover is unavailable they must close the school. The hirer will then be reimbursed with the cost of the letting.

### **Hirer Responsibilities**

Hirer will ensure:

- Adequate supervision.
- No school equipment other than that specified is used.
- Familiarity with emergency procedures / equipment i.e. fire extinguishers, alarms, telephone, and first aid etc.
- Nails, tacks, screws etc. are not to be driven into walls, floors, ceilings, furniture or fittings.
- Park in designated areas, leaving access for emergency vehicles etc.
- Facilities used in a responsible manner which does not compromise safety of users of premises or equipment.

### **Health & Safety**

The hirer must contact the school to read the Fire Procedures and risk assessments and the Health & Safety Policy in place for the premises.

### **Preparation**

The Site Team or Lettings Team will prepare the accommodation for the letting by:

1. Opening and zoning the premises according to the requirements.
2. Providing adequate heating and lighting.
3. Making available and set out any furniture and equipment booked by the hirer.
4. Clear furniture or equipment away at the end of the letting

### **Start of Letting**

The Site Team must make available cleaning equipment in order that the hirer can leave the premises reasonably clean and tidy. The Site Team must also point out where they can be found in case of problems, enquiries or emergencies.

### **Main School Hiring Charges**

Rooms are charged for one off community use to the nearest half hour. The rates below are

for hire of one hour:

ROOM	Cost Per Hour
Hall	£50.00
Dining Room	£50.00
Gymnasium	£44.00
Classroom	£25.00
Edward Guinness Hall Theatre	£375 per half a day , or £700 per day

### FEC Sports Centre Hiring Charges

AREA	Cost Per Hour
Sports Hall (Full)	£52.00
Sports Hall (Half)	£30
Gymnasium	£44.00
Half Astroturf	£52.00
Full Astroturf	£100.00
Grass Full Size Football Pitch	£155 F1 Pitch £145 F2+
Grass Mini Size Football Pitch	£75.00
Dance Studio	£30.00/£20 for a long term rent
Full Size Grass Cricket Pitch	£155 per match/£1650per season
Mini Size Grass Cricket Pitch	£120 per match/
Netball/Tennis Courts	£20.00
Personal Badminton	£13 per court

The set up and clearing away after an event must take place during the period of hire.

All hiring fees include use of cloakroom facilities for both adults and children.

For lettings lasting longer than 2 hours, the School Business Manager is authorised to negotiate a discount for longer lettings.

The School Business Manager is authorised to enter negotiations to agree a termly rate to organisations that would like a long term let, or a regular let of a number of rooms.

Other information regarding lettings:

1. A concessionary rate may be applied when a service benefits the school. This decision is at the discretion of the School Business Manager.
2. An additional charge may be levied should a let overrun. A cleaning charge may also be applied.
3. A late booking charge and cancellation charge may also be levied.

### Termination

If the School is required by prior arrangement or by law to provide accommodation for any

person or purpose, the right is reserved to cancel at any time any conflicting arrangement for the hiring of any or all of the accommodation or services, even if the hiring has previously been confirmed by the School.

The School reserves the right to terminate any letting without notice where complaints are received as to the use of the premises by the Hirer.

The letting shall automatically be terminated by any breach of the conditions contained herein.

The School also reserves the right to terminate any letting at any time prior to, or during, the hiring where it is considered that the use of the premises is likely to occasion a risk of disorder or damage or injury to persons or property.

In the event of any cancellation or termination of a hire by the school for the reasons above or for any other reason (e.g. failure in the heating arrangements), a proportionate part of the payment (or in the case of cancellation before the hire starts, the whole payment) representing the payment for the unexpired period of the letting shall be refunded to the Hirer. Any such refund shall be accepted in full satisfaction of any loss or damage caused by the cancellation and the School shall have no further liability in that respect.