



Howard Community Academy

Letting Policy

1. Aims and Objectives

Howard Community Academy wants to ensure the school's facilities are used as much as possible. It is intended that the premises are available for the benefit of the students and, secondly, for the local community.

This policy aims to:

- Ensure that lettings are not in conflict with the fundamental purpose of the school.
- Support community involvement in the life of the school.
- Support the community in sporting, cultural and educational pursuits.
- Be consistent with the school's equal opportunities policy.
- Ensure we provide a professional service to users of the school's premises and that we meet our statutory responsibilities regarding safeguarding, health and safety and the ESFA.
- Monitor the maintenance of the high standards of the premises and grounds.

The emphasis is to ensure staff are aware of their responsibilities and that hirers comply with health and safety and insurance requirements. This policy forms part of the Safeguarding and Health & Safety suite of policies.

2. Responsibilities

Overall responsibility for school lettings is held by the Local Governing Body, who monitor the policy. The Headteacher is responsible for ensuring adherence to the policy; practical responsibility for the policy is initially delegated to the Office Manager and Site Manager.

3. Office Manager Responsibilities

The Office Manager is responsible for:

- a. Managing the day-to-day lettings of the premises and ensuring effective communication between all parties concerned. Maintaining accurate records for enquiries and bookings. Assisting the Site Manager with hirer enquiries and providing an escalation route where appropriate.
- b. Checking invoices are raised and tracking payments received. Initiating legal proceedings in the case of bad debtors after consultation with the Director of Finance.
- c. Keeping a diary of all lettings using the school diary. Arranging suitable site staff for lettings taking place after school and at weekends. Organising cleaners when necessary.

4. Site Manager Responsibilities

The Site Manager is responsible for:

- a. Ensuring facilities are available as required by hirers. Monitoring all hirers to ensure all aspects of the contract are adhered to and that facilities are left ready for school use. Providing a professional service to users of the

school's premises and ensuring good customer care. Ensuring no illegal substances or alcohol are brought onto site.

5. Charges and Bookings

- a. All charges are reviewed annually and set at a commercially viable rate.
- b. Lettings are invoiced on a monthly, termly or annual basis as agreed in booking form.
- c. If a letting has to be cancelled by the school, the amount will be deducted from the following invoice.
- d. If the hirer cancels the event at short notice, they will still be charged.
- e. Once the booking form has been received, all dates will be checked to avoid clashes with school events and a confirmation email will be sent.
- f. Alternative Accommodation and Refunds:

In the event that the hired facility becomes unavailable due to unforeseen circumstances (for example, flooding or other emergencies), the school will make reasonable efforts to accommodate the booked activity in an alternative, appropriate area within the school. Acceptance of any alternative accommodation offered is entirely at the discretion of the hirer. No refund will be issued where a suitable alternative space is available; refunds will only be considered where the activity cannot be accommodated in a suitable area within the school.

6. One-Off Bookings

- a. Payments will be taken in advance at the point when the booking is approved by the school.
- b. If a one-off hirer wishes to take advantage of the school's liability insurance, a meeting will be arranged to discuss the arrangements for the proposed event.

7. Staff Requests

- a. Staff should direct all hiring requests through the Office Manager.

8. How to Book

- a. Bookings can be made through the school office. Whilst every effort is made to accommodate all requests, the school and current block-booked hirers are given priority.

Other considerations include:

- The type of event
- Site Supervisor availability
- The number of other lettings coinciding
- The suitability of accommodation

Where hirers appear to have similar focus groups, wherever possible, the initial hirer will be informed. The final decision regarding agreement to hire rests with the Headteacher.

9. Health and Safety

- a. No smoking or vaping is allowed on site.
- b. The school has a responsibility to work within the framework of the law; however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the letting.
- c. Hirers are responsible for arranging first aid provision for members of their organisation or party.
- d. Hirers must notify the Duty Site Team of any defects with equipment or property immediately.
- e. Hirers must inform the Site Manager or Office Staff immediately of any accidents or incidents.
- f. A copy of the school's Health and Safety Policy is provided at the time of booking and must be read, signed and returned with the annual booking form.
- g. First aid items are available in the staff room. The school telephone system may be used in an emergency.
- h. The Fire Evacuation Policy will be issued annually.
- i. The school reserves the right to cancel any letting where the hirer fails to comply with health and safety requirements.

j. The Office Manager, in consultation with the Site Manager, will monitor the number of people on site at any one time.

10. Safeguarding

a. All hirers providing activities for children and young people must complete all relevant documentation and provide copies of DBS checks and other documentation in line with DfE requirements. Copies will be held on the school system.

11. Complaints Procedure

a. Hirers dissatisfied with the facilities or service should contact the School Office.
b. Immediate issues that require same-day resolution should be reported to the Site Manager, Mr T Chaplin.
c. All other complaints or incidents should be directed through the school office.

TERMS AND CONDITIONS OF HIRE

Dear Hirer

Please read this document carefully, as it contains essential information regarding your hire of the school premises. It is important that your party adheres to the hours booked, including setup and clearing time, and that facilities are kept in good order. The school reserves the right to cancel bookings where these conditions are not met.

1. General Conditions

a. The Hirer must be over 18 years old, have completed the Application for Hire Form, have adequate Public Liability Insurance cover (see Section 9), and have paid the required charges in advance.

b. The Hirer must include preparation and clearing-up time on the Application Form. School premises are generally unavailable for hire during normal term-time school hours or later than midnight.

c. On arrival, the Hirer should report any damage, litter, or disorder immediately to the lettings representative on duty.

d. The Hirer is responsible for ensuring the number of people on site does not exceed the number stated on the Application Form.

e. The Hirer must leave the premises clean, tidy, and neat, placing refuse in black bags for the external bins. Disposable nappies must not be left on site. If the premises are not left tidy, school cleaners will carry out cleaning at the Hirer's expense.

f. The Hirer is responsible for the area hired and access/exit routes during the hire period. The premises may not be assigned or sublet.

g. The Hirer must ensure the let finishes promptly; extra costs incurred due to delays will be charged.

h. All publicity and admission tickets must display the Hirer's name, address, and the purpose of the event. Notices may only be displayed on site with prior school agreement. Media coverage or filming requires school consent and compliance with GDPR.

i. The Hirer agrees to pay for any repairs or losses arising from the hire.

j. No intoxicating liquor or illegal substances may be offered without the school's written consent. Sale of alcohol requires the necessary licenses, to be produced and shown to the school in advance.

k. Parking is allowed in the car park (5 mph). Vehicles must not obstruct. The school is not liable for lost or damaged valuables.

l. Furniture must be returned to its original position unless a paid setup service has been arranged.

m. Fireworks are prohibited.

- n. Candles are prohibited.
- o. Smoking or vaping is not permitted on site.
- p. Refreshments may only be consumed in the hall, kitchen, or dining area.
- q. Authorised school officers may enter the premises at any time.
- r. The school may terminate the hire if conditions, fire, or health and safety regulations are breached.
- s. Any event bringing the school's reputation into disrepute may be cancelled at any time.
- t. The Hirer is responsible for conducting a risk assessment and providing a copy to the Site Manager.
- u. **If emergency services are called during a hire, the Site Manager, Mr T. Chaplin, must be informed.**

2. Booking Charges (from September 2025)

Flat rate fee to include caretaking. The fees below are for weekdays, with events ending by 10pm

Regular Lettings : £23.00 per hour

Community One-off Events: £34.50 per hour

- **Public Liability Insurance:** 7% of the hire fee for one-off hirers without their own cover (proof required).
- **Security Deposit:** £100 for community one-off and private events.
- **Regular Bookings:** Proof of public liability certificate required annually. The school may add the Hirer to its insurance for a cost—check with the office.

3. Hire of Equipment

The hire of the hall includes the following: 8 tables, 100 chairs, and a piano.

If you would like the chairs or tables set up and cleared away for you at your event then this will be £7.00 per session. Additional items can be hired at an extra cost - This needs to be booked in advance.

Additional Tables, Chairs, IT equipment (including projector, screen, audio) = £10.00 per session.

4. Security Responsibilities

The Site Manager will make sure that before, during and at the end of the letting, the following are adhered to::

- a) That the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the School
- b) That the premises are in a safe condition for the Hirer to use.
- c) That the premises remain secure during the let
- d) That the premises are checked before and at the end of the let for damage and to ensure that they have been left in a neat, clean and tidy condition
- e) That, where the same accommodation is hired by more than one group on the same day, the accommodation is checked between each letting.
- f) That, as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or to result in damage to the School or its contents
- g) That, in the event of an emergency, appropriate assistance (e.g. ambulance) is summoned. In the event of a fire alarm being triggered, ensuring that all persons follow the fire instructions in clearing the building.
- h) The letting team cannot change any aspect of these Conditions of Hire.
- i) Our staff will treat you with respect and courtesy. We ask that our staff are treated the same way and are not insulted, abused or threatened.

5. Health and Safety

- a. Smoking and E-cigarettes are not permitted on any part of the School site.
- b. Permission to use the premises will not be granted if, in the opinion of the School, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or School activity. Hirers are requested to respect the School's neighbours' rights.
- c. The Hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- d. The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application for Hire Form. Failure to comply with this condition may result in the let being terminated.
- e. The Hirer is responsible for arranging first aid provision for the period of hire.
- f. Where permission has been granted to enable the premises to be used for under 18s, no member of that organization may enter the School unless the Hirer (or representative) is present on the premises.
- g. Furniture should not be moved into the corridors and should not block any Fire Exits.

Any furniture which is rearranged must be returned to its original position at the end of the hire.

6. Additional Facilities

- a. No additional staging, curtains, decorations, or scenery may be erected without the schools consent; items must be non-flammable and removed after hire. Sticky tape prohibited unless agreed.
- b. Classroom furniture cannot be removed without consent; no furniture may leave school grounds.
- c. No adaptions, modifications or additions may be made to any part of the electrical installations in the school.
- d. Non-flammable film projectors may be permitted.

7. Insurance Cover

- a. Public Liability Insurance (PLI) is required to cover injury, loss, or damage to third parties. Proof required on booking.
- b. Minimum indemnity £5 million against all public liabilities.
- c. Hirers without PLI may use school cover at 7% of hire fee (proof of status required).

8. Copyright & Public Performance Licenses

- a. The requirements in connection with the issue of licenses for public dancing, music or any public entertainment must be strictly fulfilled. A Hirer who is organizing entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1993..
- b. No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the Responsibility of the Hirer to ascertain whether works to be performed are in the repertoire of the Society. A list may be obtained from the Secretary of the Performing Rights Society Ltd., 29/33 Berners Street, London W1.
- c. No lecture, play or opera, drama, musical or other work in which copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained. No performance of any recording no disc or tape etc., in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Ltd has been obtained by the Hirer. The Hirer must make his/her own enquiries as to the existence of any copyright.
- d. The Hirer shall indemnify and keep indemnified the School from and against all costs and claims and demand, which may be made for any breach or infringement of copyright.

9. Dealing with Emergencies

In the event of a Fire: Call fire brigade and notify Site Manager, Mr T. Chaplin, immediately.

They will need to know:

- Confirmation all persons accounted for
- Fire location
- Best route to the fire

Please note the following:

If you detect a fire, do not put yourself at risk but activate the alarm by pressing the emergency call point. A continuous bell will sound.

Responsibilities:

- Senior staff assist with emergency services and evacuation.
- Office Manager issues policy to all new and existing hirers annually.
- Each let must appoint a responsible adult to ensure all members are safe at assembly points.
- Fire exits must remain clear.

Instructions:

- All personnel must evacuate the building.
- Do not re-enter the building until the all clear is given.
- Staff responsibilities - Any senior staff on site should be available to offer assistance i.e. phone 999 or help clearing the building of staff and members of the community.
- The Office Manager is responsible for issuing this policy to all new hirers at the start of their contract and all existing hirers on an annual basis.
- Organiser responsibilities - Each let should appoint a responsible person to be in charge in the event of any emergency. This responsible adult must ensure all members are registered and checked to be safe at the assembly point. **If any person is missing, they are responsible for advising the lettings team immediately.** Fire evacuation routes are displayed and must be followed. Organizers should ensure no fire exit or corridor is blocked.

Cars: Do not block evacuation or emergency vehicle access.

11. Additional Charges

All hirers are required to have the correct Public Liability insurance. If you do not have your own insurance a 7% charge will be made to cover the event on the school insurance. (Please see Condition 7).

Where hirers are using the School's liability insurance a meeting will be held with the Office Manager to discuss the event. We have to offer this as some people such as a private party can't get their own.

Howard Community Academy have the right to charge any hirer for reported damage.
