



## **SCHOOL LETTINGS POLICY AND HIRE AGREEMENT**

### **Stamford Welland Academy LETTINGS POLICY**

#### **1. Adoption**

The Academy Council at their meeting on 7<sup>th</sup> July 2025 adopted the lettings policy and the scale of charges set out below.

#### **2. Introduction**

The Academy regards the school's buildings and grounds which are owned by Meridian Trust as a community asset and will make every reasonable effort to enable them to be used as much as possible.

#### **3. Policy Objectives**

The Academy adopts and endorses the following policy objectives:

- School premises represent a significant capital investment and should be fully utilized
- They are a valuable community resource
- A profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating educational activity by designated users
- To support the school in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area

#### **4. Definition of a letting**

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group or a commercial organisation". Activities which fall within the corporate life of the school, such as PTA meetings and events and extra-curricular activities for pupils organized by the school are not considered lettings.

#### **5. Priority for lettings**

The Academy is mindful of the needs in the local area and the following lettings are especially encouraged:

- Lettings to ethnic minority groups, parents, the local community, voluntary organisations, youth groups, low-income groups etc.
- Educational or recreational activities open to school pupils and their families
- Activities organized by local community groups for the benefit of the local community

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the school facilities:

- Commercial activities with little potential to generate income or support for the school
- Events selling alcohol
- Activities promoting gambling.

## 6. Designated status

Designated User: The Academy has decided that for the purpose of charging there will be the following categories of designated user. These are;

community lettings, school lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise.

Private User: The Academy has decided that for the purpose of charging there will be the following categories of private user. These are for example, commercial lettings.

## 7. Charges and Payment

### Scale of charges

The Academy is responsible for setting charges for the letting of school premises and will ensure that the school budget does not subsidise non-school activities and that all costs are recoverable. In arriving at their scales of charges the Academy has followed the following principles:

- There will be parity of treatment for similar users
- The overall cost of letting school facilities will be recovered from users
- Bookings will account for your entire letting including set up and clear down.

Charges may be different depending on the type of user and this should be stated in the Lettings Policy. For example:

- Statutory users will be charged an amount commensurate with cost recovery

- Designated users will be charged at no more than cost or subsidized
- Private users will be charged on a cost plus an income margin for the school

Charges to be levied should include:

- Services – heating and light, these can be calculated from annual energy costs and can be set higher for winter months
- Staffing – additional security, caretaking, opening and locking premises
- Cleaning – additional cleaning may be required – particularly for the hire of kitchen facilities
- Kitchen or catering charges – a hire application which includes the use of the kitchen for food storage, production, assembly or service should be discussed with any school meal contractor before being approved. Additional cleaning costs may be incurred.
- Administration – administrative costs incurred by the school in managing lettings
- Equipment hire – if applicable
- Cost of use of school equipment – to include wear and tear (if applicable)

Profit element (if appropriate) For the purpose of charging, the headteacher is empowered to determine to which group any particular individual or organization belongs.

The scale of charges is attached at Appendix 1 to this policy and will be reviewed annually by the Academy for implementation from the beginning of the next financial year.

#### Discounts

The headteacher may offer discounts or agree a subsidy for any lettings, as they deem appropriate.

#### VAT

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, sports letting are subject to VAT. Where an extra and separate charge is made for the hire of equipment, VAT is due on that charge at the standard rate. The school will record the VAT element of any income.

#### Minimum charges

The minimum hire period will be 30 minutes.

## Deposits

The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (**including any equipment**) or the premises being left in an unacceptable condition incurring additional cost for cleaning, caretaking or other expenses.

## Payment methods

Payment for individual bookings will be required via our School Hire Platform. Payment for recurring booking will be payable **on School Hire in instalments via card payment**. A receipt will be issued for all payments received.

## 8. Cancellations

The school will seek to recover any cost incurred by the school which is unavoidable and result directly from the cancellation of a letting. Details of the cancellation charges are shown in the scale of charges in Appendix 1.

## 9. Letting times, available facilities and equipment

The following times, facilities and equipment available are agreed as follows:

See our letting page on School Hire [stamfordwelland.schoolhire.co.uk](http://stamfordwelland.schoolhire.co.uk)

Variations to these facilities and times will be subject to the approval of **the head teacher**.

## 10. Management and administration of lettings

The Trust has delegated day-to-day responsibility for lettings to the Head Teacher. Where appropriate, the head teacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

An annual report on lettings will be made to the Academy Council and will include information on users, finances, incidents and accidents, enquiries and any lettings refused.

## 11. Considering applications for lettings

Organisations seeking to hire the school premises should approach the School reception or visit [stamfordwelland.schoolhire.co.uk](http://stamfordwelland.schoolhire.co.uk)

Details of charges and conditions of hire should be given.

The **Support Services manager and/or Site manager** will decide on the application with consideration to:

- Interference of school activities
- The priority for lettings agreed by the Academy
- The availability of the facilities and staff
- The school's equal opportunities, health and safety and child protection policies

- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

If the **head teacher** has any concern about whether a particular request for a letting is appropriate or not, they will consult with the **Support Services manager, Site manager &/or Chair of Governors**.

## 12. Issuing a lettings contract/Conditions of hire

Once a letting has been approved, a letter of confirmation will be sent to the hirer enclosing a copy of the Conditions of Hire. The school must be in receipt of a copy of the Conditions of Hire signed by the hirer before a letting takes place.

The governors have adopted the Conditions of Hire which are attached at Appendix 3.

All formal hiring of the school's premises, including those for which no charge is made, shall be properly documented. All hirers must complete a hire agreement and will receive a copy. The hire agreement is a contract which the governors may legally enforce. No member of staff is allowed to vary the Conditions of Hire nor to deviate from the published charging policy without the prior consent of the governors.

## 13. Security

The head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure. The school's child protection policy and procedures must be consulted and followed when dealing with external organisations that work with children or young people

## 14. Complaints procedure

A complaint about the school from someone letting the school premises should be dealt with by following the school's complaints procedure. Complaints by a third party about a letting should be forwarded to Hirer. If the Hirer does not have their own complaints procedure, the school will investigate the complaint using its own procedure.

## 15. Review of Policy

The governors will review the policy each year at the end of an academic year.

**Appendix 1-** Scale of Charges and cancellation charges

## PRICING 2025 – 2026

AREA	CHARGES	Tick area required, add date(s) and times	AREA	CHARGES	Tick area required, add date(s) and times
Meeting Room Hire Conference Room	£15.00 per hour		External Grass Pitches (without changing room facilities)	£15.00 per hour	
Classroom Hire	£15.00 per hour		External Grass Pitches (with changing room facilities)	£20.00 per hour	
School <u>Hall</u> (Hall not specifically built for sport, irrelevant of activity)	£37.50 per hour		Tennis / Netball	£15.00 per hour Without changing facilities  £20.00 with changing facilities	
School Library	£24.00 per hour		Toilets	£15.00 Standard Charge	
School Canteen	£25.00 per hour		Catering Requirements Yes / No	Information available on application	
Sports Hall	£40.00 per hour		Other areas	Price on application	
Cricket nets (including Sports Hall hire)	£45.00 per hour		Dance Studio	£20.00 per hour	

## **Terms and Conditions**

### **1. Interpretation**

a. Health and Safety Legislation:

b. School: means the Academy of the School, its employees and agents.

### **2. Use and Access**

a. The School permits the Hirer to access and use the Premises on the times specified for the Permitted Use.

b. The School do not warrant that the Premises are fit or suitable for the purpose of the hire.

c. The Hirer is responsible for ensuring these terms and conditions of use are observed and for the effective supervision of the arrangements and activities in the Premises during the Hire Period and for the prevention of disorderly behaviour.

d. The Hirer will be responsible for obtaining and paying for any Public Entertainment Licence required.

e. The School retains the right to access the Premises at all times during the Hire Period and the Hirer must comply with any reasonable instructions given by School staff.

f. The Premises remain in the Schools' legal possession notwithstanding the Hirer's occupation during the Hire Period and such occupation shall not be deemed to constitute or create any lease or tenancy.

### **3. Restrictions on Use**

a. The Hirer shall not use the Premises for any illegal purpose nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the School or any other occupiers within the Building or any owner or occupier of neighbouring property.

b. School kitchens may only be used with the express consent of the School and may incur an additional fee to cover the attendance of a representative of any contractor and/or additional cleaning.

c. The Hirer shall not make any alterations or addition to the Premises, shall not affix any items to the Premises and no interference is to be made with School property/equipment or other parts of the building which do not form part of this hire agreement.

d. Alcohol is not to be allowed to be sold on the Premises unless prior permission is given by the School and a licence obtained by the Hirer.

e. Illegal drugs are not to be brought onto or consumed on the Premises.

- f. No items of a flammable, dangerous or noxious character may be brought onto the Premises, including fireworks, confetti or gas.
- g. Smoking is not allowed on the Premises or the building at any time.
- h. No betting, gaming or gambling is allowed on the Premises without the written permission of the School and the relevant licence from the licensing authority.
- i. Dogs, other than guide dogs for the blind or other assistance dogs, shall not be allowed on the Premises.

#### 4. Hire Fee and Deposit

- a. The Hire Fee is due and payable via [stamfordwelland.schoolhire.co.uk](http://stamfordwelland.schoolhire.co.uk) prior to the Hire Period.
- b. The School reserves the right to require a deposit over and above the Hire Fee as a surety against damage to the Premises (including any Equipment) or the Premises being left in an unacceptable condition requiring additional cleaning, caretaking or other expenses.

#### 5. Condition and Damage

- a. The Hirer will keep the Premises in a clean and tidy condition when in occupation. The Premises must be left in the same condition as before the Hire Period.
- b. Any damage, destruction or theft that occurs during the Hire Period in or to the Premises, to the building, equipment or School property will be the responsibility of the Hirer and the Hirer shall pay to the School the cost of making good any such damage.

#### 6. Insurance

- a. Commercial Hirer's must hold public liability insurance in respect of their occupation of the Premises for a minimum of £2 million and will provide a copy to the School.
- b. Non-Commercial Hirers, individuals or small informal group of individuals (not using the Premises for commercial or business purposes) who do not hold public liability insurance do not need to purchase their own PL insurance separately. They are automatically covered under the school's existing insurance policy for public liability up to a limit of £2m.

#### 7. Indemnity

- a. The Hirer shall keep the School indemnified against all expenses, costs, claims, damage and loss (including any diminution in the value or loss of amenity of the Premises) arising out of the use of the Premises by the Hirer or from any breach of any of the Condition of Hire by the Hirer, or any act or omission of the Hirer, or any other person on the Premises with the actual or implied authority of the Hirer.



## 8. Loss

- a. The School does not accept liability for any loss, theft or damage to property brought onto the Premises by or on behalf of the Hirer or damages to vehicles parked in any car park provided.
- b. The School shall not be liable for any loss or damage suffered by the Hirer as a direct or indirect result of the performance of this hire agreement being prevented, hindered or delayed by reason of any act of god, riot, strike or lockout, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, difficulty in obtaining workmen's materials or transport, electrical, power failures or other circumstances whatsoever outside its control and which affect the provision by the School of access to or use of the Premises.

## 9. Assignment

- a. This hire agreement is personal to the Hirer and the Hirer shall not assign or underlet or part with or share possession or occupation of the Premises.

## 10. Health and Safety

- a. The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation.
- b. The Hirer should, as far as possible, have an accurate list of those present.
- c. Any portable equipment to be used must have a current PAT test certificate.
- d. The Hirer must ensure they are aware of the fire exits and the fire and emergency evacuation procedures. The Hirer is required to take any precautions necessary to ensure the safety of those attending during the Hire Period, including ensuring the means of escape from fire are not blocked or impeded.
- e. The Hirer will immediately inform the School of any emergency, accident or serious incident that occurs during the Hire Period by telephoning the School Emergency Contact. The Hirer will be responsible for reporting any accident to the Health and Safety Executive.

## 11. Safeguarding and Child Protection

- a. Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments and DBS certificates required by the Hirer must be supplied to the School upon request.
- b. At an event where the number of children is likely to exceed 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control the movement of the children and to take all reasonable precautions for the safety of the children as required by the Children's and Young Person's Act 1933.

## 12. Cancellation

- a. The Hirer may cancel the booking at any time by contacting the School or through [stamfordwelland.schoolhire.co.uk](http://stamfordwelland.schoolhire.co.uk). [**within 48 hours**]- for example -If a booking is cancelled with more than 48 hours' notice, the full Hire Fee and any Deposit will be repaid. If less than 48 hours' notice is given, only 50% of the Hire Fee will be repaid.
- b. This agreement will be cancelled immediately should the Hirer breach these Conditions of Hire at any time and no Hire Fee (or part thereof) shall be refundable.
- c. The School reserves the right to cancel the booking at any time without notice and without assigning any reason but will endeavour to give as much notice as possible. In such circumstances, the School will refund the Hire Fee (and any deposit) but will not be responsible for any loss or expenditure whatsoever in relation to the letting which the Hirer may have incurred or be liable to pay.

## 13. Advertising

- a. The School must approve all advertising and posters concerning the use of the Premises.

Renewal: July 2026

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