



School Letting Policy

Adopted in October 2018

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Reviewed by Janette Kennedy & Ashley Moat

Approved by The Governing Body

Next Renewal in May 2025

Renewed
May
24

Version
6

The governing body recognises the importance of keeping its School Letting Policy up-to-date and will review the policy on an annual basis.

This policy was adopted by the Governing Body of the Lincoln Saints Federation in 2018.

Introduction

The governing body of the **Lincoln Saints Federation** is committed to making every reasonable effort to ensure the schools buildings and grounds (premises) are available for community use.

A letting or hiring may be defined as “any use of the school premises by either a community group or a commercial organisation”, regardless of whether a hiring fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Schools are able to retain income from lettings of the school premises. The governing body is free to determine lettings charges for all categories of users with consideration given to the Local Authority recommended lettings rates.

Applying to Use the School Premises

Application to use the school premises should be made to the **Head of Strategic Operations (or Deputy)** using the School Lettings Application form (appendix 1) at least 14 days before the event.

The **Head of Strategic Operations (or Deputy)** will resolve any conflicting requests for the use of premises with school functions always receiving priority.

If the **Head of Strategic Operations (or Deputy)** has any concerns about the appropriateness of a particular request, he/she will consult with the **Chair of Governors** who has the authority to determine the issue on behalf of the governing body.

The governing body has the right to refuse, and application and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function should be made until written confirmation has been received.

The federation reserves the right to bring the hire to an end if the conditions of hire are not adhered to.

Hire Charges

Charges will be made to at the very least recover the actual costs likely to be incurred in providing the letting.

Payment of the charges at the time of booking is expected and must in any case be paid at least three days before the event/hiring takes place.

The hire charge includes the hire of rooms and any equipment that is relevant to the letting. The use of cloakrooms, toilets, corridors and staff rooms are included in the lettings charge. The hire charge does not include cooking facilities.

There are no caretaker fees for sessions finishing before 6pm. Additional charges will be incurred to cover the cost of caretaker duties including opening /closing of premises and any additional housekeeping charges incurred by the hirer.

Charges will incur VAT in addition to the rates below.

General Charges for Hire of Premises

Charges are per room, Monday to Friday, ending before 6pm. Hire outside of these times will be subject to caretaker availability.

1st April 2024 to 31st August 2024

Number of Hours Hired											
1	2	3	4	5	6	7	8	9	10	11	12
£2.3	£4.7	£7.0	£9.4	£11.7	£14.1	£16.4	£18.8	£21.1	£23.5	£25.8	£28.2
5	0	5	0	5	0	5	0	5	0	5	0

1st September 2024 to 31st August 2025

Number of Hours Hired											
1	2	3	4	5	6	7	8	9	10	11	12
£2.5	£5.0	£7.5	£10.0	£12.5	£15.0	£17.5	£20.0	£22.5	£25.0	£27.5	£30.0
0	0	0	0	0	0	0	0	0	0	0	0

Specific Charges

Individual charges will apply for the following:

- Hydro pool
- Supply of lifeguard for use with the hydro pool
- School playing fields
- Drama studio
- Main Hall/Sports Hall
- Training room
- Keys or fobs for out of hours use (refundable)

Specific charges are per hour or part thereof as follows:

1st April 2024 to 31st August 2024

Facility	Commercial	Standard	Concession
Hydro Pool	£22.00	£20.00	£15.00
Lifeguard	£20.00	£20.00	£15.00
Playing Fields	£15.00	£12.00	£7.00
Drama Studio	£15.00	£12.00	£7.00
Main Hall/Sports Hall	£15.00	£12.00	£7.00
Training Room	£15.00	£12.00	£7.00
Keys/Fobs (refundable)	£30.00	£30.00	£30.00

1st September 2024 to 31st August 2025

Facility	Commercial	Standard	Concession
Hydro Pool	£25.00	£22.00	£16.50
Lifeguard	£22.00	£22.00	£16.50
Playing Fields	£16.50	£15.00	£8.00
Drama Studio	£16.50	£15.00	£8.00
Main Hall/Sports Hall	£16.50	£15.00	£8.00
Training Room	£16.50	£15.00	£8.00
Keys/Fobs (refundable)	£30.00	£30.00	£30.00

Commercial Charges - any hirer that charges a fee for entrance or lessons.

Standard Charges - all other hirers

Concessions - to be approved by the **Executive Headteacher** and/or governing body for hirers who can demonstrate a valid reason to be considered for the lower rate.

Conditions of Hire

1. Acceptance of Conditions

The hiring of accommodation in the school is permitted only on the conditions set out below. Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The federation reserves the right not to let the school premises. The hire agreement is personal to the hirer/organisation only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

2. Nominated Organiser

The hirer must nominate at least one person who will be on site during the period of the actual hiring to ensure that the prescribed conditions of hire are met. This person must be identified and must make her/himself known to the **Executive Headteacher/Head of Operations (or Deputy)/Caretaker** or his/her representative at the start of the hiring.

3. Areas Hired

The hirer must ensure that only the areas agreed with the school at the time of hire are used.

4. Behaviour and Supervision

Children must be supervised at all times within the building and grounds. The hirer will be responsible for ensuring the good behaviour of all those using the school. Noise must be kept at a reasonable level, as determined by the school's on-site staff, at all times. The hirer must not do or permit any act, matter or thing which would or might constitute an illegal or immoral activity affecting the school or its reputation.

5. Periods of hire

The hirer must ensure that the period of actual hire does not exceed the times set out in the School Lettings Application form. Failure to keep to the designated hours may result in a proportion of a refundable deposit being forfeited, the amount to be determined by the school not acting unreasonably.

6. Numbers

The numbers of people using the school premises at any one time must not exceed the numbers indicated on the booking form and in the School Lettings Application form. Failure to comply with this condition may result in the immediate termination of the hiring by the school without refund.

7. Cleaning

The hirer must leave the areas used, including the school grounds, in a good state of cleanliness, with any waste being removed. Failure to do so may result in cleaning charge being implemented, the amount to be determined by the school.

8. Health and Safety

The health and safety features of the school, such as evacuation routes, will be indicated by on-site staff at the time of hire. The hirer must not interfere with, or misuse, any property of the school which is provided in the interests of health, safety or welfare. Hirers have a responsibility to ensure that all activities are safe and to safeguard their participants from avoidable harm.

9. Fire

The hirer will be made aware of the school's fire evacuation procedures relating to the area hired. All fire exits must be kept absolutely clear during the hiring.

10. DBS checks

Hirers must ensure that DBS checks are in place in accordance with current safeguarding legislation and the school's Child Protection and Safeguarding Policy. The school will seek written assurance that the hirer has appropriate policies and procedures in place in relation to safeguarding children.

11. School Equipment, Fabric and Fittings

No use may be made of school equipment, such as pianos, computers etc, without the prior agreement of the school, such equipment being listed in the Application Form. The hirer must not otherwise interfere with the fabric, fittings or contents of the school premises in any way. The hire charge includes the hire of rooms and any equipment that is relevant to the letting. The use of cloakrooms, toilets, corridors and staff rooms are included in the lettings charge. The hire charge does not include cooking facilities

12. Hire of Extra Facilities

The provision of additional facilities such as OHPs, TV, video, interactive whiteboards etc, must be agreed at the time of booking.

13. Hirer's Property

Permission should be obtained from the school in advance if the hirer wants to bring electrical and other items equipment into the property. The equipment should have a current PAT test. Hirers may not bring equipment or articles of a flammable, explosive or dangerous nature onto the school premises. The school cannot accept any liability for the Hirer's or their guest's property on the premises at any time during the hire. This includes vehicles and their contents parked at the premises.

14. Right of Access

The federation reserve the right of access to the premises during the hiring. Any keys or access codes, issued to the hirer by the school, are to be used exclusively by the hirer and must not be copied or shared with any third party, and must be returned to the school immediately at the end of the period of hire.

15. Charges

Hire charges must be paid at least three days before the date of the hiring, otherwise the facility hire will not be regarded as being agreed. The federation reserves the right to change the rates of hire with prior notice.

16. Insurance

The hirer is required to have insurance in place. This insurance must provide cover for the hirer in the event of a claim for damage to property or injury made against the hirer from a third party, which arises out of the hiring of the school premises. Proof of insurance to be provided prior to commencement of hire.

17. Own Risk

It is the hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.

18. Accident or Injury

The hirer must report any injuries to the on-site staff so that the necessary first aid, medical and reporting procedures can be initiated. The hirer must comply fully with instructions from the school's on-site staff and/or the emergency services. Any spillages or other accidents must be notified to the on-site staff as soon as possible. The federation and Lincolnshire County Council do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the school premises during the period of the hiring.

19. Security

The federation will not normally insist upon continuous caretaking presence. However, it does reserve the right to insist upon caretaking presence where the nature of the hiring may leave the school vulnerable to theft or damage.

20. Food

The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

21. Alcohol

Alcohol may not be sold or served without the written agreement of the federation. If permission is given and the school does not already hold an Alcohol Licence, then alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the hirer to obtain and show the licence to the **Executive Headteacher/Head of Operations** in advance of the hiring.

22. Sale of Goods

The hirer shall, if selling goods on the premises, comply with the Fair-Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total price of all goods and services are prominently displayed, as shall be the organiser's name and address

23. Animals

The hirer shall ensure that no animals (including birds) except for guide dogs are brought into the premises unless otherwise agreed with the federation.

24. Musical Works and Copyright

No musical works in the repertoire of the Performing Rights Society may be performed in public in the Property unless the hirer has obtained the permission of

the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.

25. Public Entertainment

Film, musical, dancing (including disco), and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or if tickets are to be sold at the door or offered to the public, it is the hirer's responsibility to obtain an Occasional Licence as required.

26. Special Conditions

For use of the hydro pool, the hirer must provide "in pool" assistance for each swimmer.

27. Risk Assessment

A risk assessment has been undertaken regarding the use of school facilities by a third party. This needs to be reviewed with each letting. See appendix 2.

28. Indemnity

The hirer indemnifies Lincolnshire County Council, the federation and the school from and against any liability, damages, loss, costs, charges and expenses incurred by the school as a result of any breach by the hirer of these terms & conditions.

Appendix 1

Letting Application Form

Name of Organisation	
Name of Applicant	
Name of Person Responsible for Hiring (if different from above)	
Address	
Telephone Number	
Email (for booking confirmation & invoice)	
BWOn Users – please provide codes for recharges	

Facility Required	St Christopher's/St Francis (please delete)
Date Required	
Time (from/to)	
Number of People	
Purpose of Booking	
Concession Requested If yes, please provide further details.	Yes/No
<i>Hydro bookings only – name of carers accompanying swimmers (see conditions of hire)</i>	
Block Bookings – Please list days and times facility is required.	
Will you require use of: <input type="checkbox"/> Piano <input type="checkbox"/> IT Equipment – please specify <input type="checkbox"/> Sports Equipment – please specify <input type="checkbox"/> Pool Equipment – please specify	
Is the letting of a commercial nature? If yes, please provide further details	Yes/No
Will the general public be admitted? If yes, details of admission charges	Yes/No
Is copyright music to be performed?	Yes/No
Is alcohol to be served?	Yes/No
Will you be using your own electrical equipment? If yes, please provide further details.	Yes/No

I agree to abide by the conditions of booking, as provided with the application form and found in the School Lettings Policy.

Name:

Signature:

Date:

Booking Confirmation

Facility Required		School	
Date(s) Required		Time (from/to)	
Proof of Insurance Seen (Date & By Whom)		Risk Assessment Updated (Date & By Whom)	

Charge per Hour		Additional Charges		Total Charges	
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Number of Sessions Dates of Hire	Total Charges

IN CASE OF EMERGENCY

Please contact our site managers on:

St Francis Matthew Hulme

01522 526498 or 07990 070468

St Christopher's Duane Tween

01522 528378 or 07990 070652

PLEASE NOTE additional charges may be incurred for any call outs.

In case of cancellation or to address any queries concerning your booking please contact us. If you are emailing, please put "School Letting" in the subject heading.

Ashley Moat Ashley.moat@lincolnsaints.com 07990 070454

Booking confirmed by:

Name:

Date:

Appendix 2 Letting School Premises Risk Assessment

Assessment conducted by: M Hulme & R Drayton	Job title: Site Managers	Covered by this assessment: teachers, support staff, volunteers, visitors, parents and pupils.
Date of assessment: December 2020	Review interval: Annually & with premise hirer	Date of next review: December 2022
Name of Hirer:	Date Reviewed:	Reviewed By:

Related documents
Health and Safety Policy, Lettings Policy, First Aid Policy, Accident Reporting Procedure Policy, Drug and Alcohol Policy, Car Park Policy, Vehicle Policy, Lone Worker Risk Assessment, Fire Risk Assessment, Fire Evacuation Plan.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Inadequate security	H	<ul style="list-style-type: none"> <input type="checkbox"/> The hirer of the premises is aware of the areas of the school grounds they are allowed access to. <input type="checkbox"/> Areas of the premises which the hirer is not allowed to access will be clearly marked and blocked off. <input type="checkbox"/> The premises are opened and closed in line with arrangements outlined in the letting agreement. <input type="checkbox"/> The named key holder or site supervisor is present to open and close the school for the hirer. <input type="checkbox"/> The named key holder ensures that the keys are only handled by individuals who have been authorised by the Executive Headteacher and that they are returned safely to the school office. <input type="checkbox"/> The Executive Headteacher ensures that the school alarm code is kept confidential and is only shared on a need-to-know basis. <input type="checkbox"/> Under no circumstances is the locking up of the school delegated to a member of the hiring group. <input type="checkbox"/> Arrangements for locking the school and setting the security alarm are agreed by the Executive Headteacher in advance and outlined in the letting agreement. 	Yes	Executive Headteacher/Site Manager	Not Applicable	M

Area of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <input type="checkbox"/> The hirer ensures that the premises are left in a secure condition, as outlined in the letting agreement, at the end of the letting period. <input type="checkbox"/> In the event where an individual will be at the premises alone, a Lone Worker Risk Assessment is completed. <input type="checkbox"/> Visitors are to act in accordance with the school's Visitor Policy at all times. <input type="checkbox"/> Anyone believed to be trespassing is challenged, where there is no perceived risk to the challenger, or the police are called. <input type="checkbox"/> External security staff are arranged, where necessary. 				
Ineffective health and safety measures	H	<ul style="list-style-type: none"> <input type="checkbox"/> The school's Health and Safety Policy is adhered to at all times. <input type="checkbox"/> A risk assessment is undertaken for the activity that the premises are being used for. <input type="checkbox"/> The governing body assesses whether or not a site supervisor and/or lifeguard is required to be present during the hirer's use of the premises. <input type="checkbox"/> The hirer ensures that statutory health and safety ratios for the activity being undertaken are met. 	Yes	Executive Headteacher/Site Manager	Not Applicable	M

Area of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <input type="checkbox"/> All equipment brought to the premises by external parties is visually checked and ensured that it is fit for purpose by the site manager, prior to the event. <input type="checkbox"/> The hirer maintains their equipment and ensures that it is suitable for the planned activity. <input type="checkbox"/> The hirer provides and maintains any necessary personal protective equipment (PPE). <input type="checkbox"/> All school equipment is regularly maintained and tested, as per statutory requirements. <input type="checkbox"/> School equipment is only used by prior agreement. <input type="checkbox"/> The site manager assesses whether its contracts for electrical works need to be revised as a result of any new equipment brought on to the premises. <input type="checkbox"/> The site manager assesses whether the proposed activity might affect asbestos-containing material or poses a risk of damage to any identified asbestos-containing material. <input type="checkbox"/> A maximum number of people for the event is agreed upon by the Executive Headteacher and the hirer prior to the event. <input type="checkbox"/> The hirer is responsible for ensuring that the permitted number of persons using the hired premises is not exceeded. 				

Area of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Accidents and injuries	H	<ul style="list-style-type: none"> <input type="checkbox"/> There is at least one trained first aider on the premises when it is in use. <input type="checkbox"/> The Executive Headteacher ensures that the hirer has adequate first aid arrangements in place. <input type="checkbox"/> The site manager ensures that the hirer is aware of where first aid supplies are kept. <input type="checkbox"/> The hirer is advised to bring any first aid supplies to treat any activity-specific injuries. <input type="checkbox"/> The hirer maintains records of emergency contacts and known medical conditions of participants. <input type="checkbox"/> The setting up and moving of furniture is only completed by those who have undertaken manual handling training. <input type="checkbox"/> The site manager informs the hirer of any hazards, e.g. wet floors, broken chairs etc. <input type="checkbox"/> All potential hazards are clearly signposted and spillages are cleaned up immediately. <input type="checkbox"/> Where possible, agreed control measures are in place to minimise the risks associated with the activity the premises has been hired for. 	Yes	Executive Headteacher/Site Manager	Not Applicable	M

Area of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <input type="checkbox"/> No glass is allowed outside of the school building, including in the playground. <input type="checkbox"/> PPE is used wherever necessary. <input type="checkbox"/> All accidents are recorded and reported to the Executive Headteacher using the school's Accident Reporting Procedure Policy. <input type="checkbox"/> Any hazards identified by the hirer should be notified to the school if the concern cannot be completely addressed during the leasing period. 				
Insufficient insurance and licensing	M	<ul style="list-style-type: none"> <input type="checkbox"/> The hirer informs the Executive Headteacher of the activity that will be undertaken on the premises. <input type="checkbox"/> The letting only commences once the activity proposed to be undertaken on the premises is approved by the Executive Headteacher. <input type="checkbox"/> The letting terms and conditions are clearly outlined to the hirer of the premises. <input type="checkbox"/> Letting forms are checked by the governing body to ensure that the type of event the premises is used for is in line with the school's licence agreement. 	Yes	Executive Headteacher/School Head of Operations (or Deputy)	Not Applicable	L

Area of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <input type="checkbox"/> Where the activity is under the direction of the hirer, the hirer provides evidence that they have adequate insurance in respect of their intended use of the premises and public liability. <input type="checkbox"/> The hirer provides the Executive Headteacher with written confirmation that they hold a current and appropriate insurance policy. <input type="checkbox"/> The Executive Headteacher/school Head of Operations (or Deputy) ensures that the hirer has a third party liability insurance policy in place. <input type="checkbox"/> The school holds a copy of the hirer's insurance policy, including that in relation to third-party liability insurance. <input type="checkbox"/> The school Head of Operations (or Deputy) (SBM) maintains records regarding letting the school premises, including booking forms and any additional information. <input type="checkbox"/> The Executive Headteacher is responsible for ensuring compliance with the premises licence. 				

Area of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Lack of safeguarding	H	<ul style="list-style-type: none"> <input type="checkbox"/> The Executive Headteacher and the governing body assess whether the premises are suitable for the activity in the existing condition. <input type="checkbox"/> The Executive Headteacher and the hirer identify any special requirements which may be needed to safeguard the premises for the proposed activity. <input type="checkbox"/> The hirer obtains the necessary safeguarding checks for all activities involving children, e.g. DBS checks. <input type="checkbox"/> The hirer is responsible for monitoring who is on site at any time. <input type="checkbox"/> The hirer has a procedure in place to ensure everyone is off the school premises at the end of the activity. <input type="checkbox"/> Where the leasing hours overlap with the school day, the school is responsible for identifying appropriate vetting and child protection measures to be taken. <input type="checkbox"/> The Executive Headteacher ensures that the hirer has appropriate policies and procedures in place with regard to the welfare and safety of children. <input type="checkbox"/> Where necessary, staff members and pupils are physically segregated from the hirer's activity and participants. 	Yes	Executive Headteacher/Governing Body	Not Applicable	M

Area of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Crime and disorder	M	<ul style="list-style-type: none"> <input type="checkbox"/> The hirer informs all participants of the limits of the activity within the building. <input type="checkbox"/> The hirer is aware of the school community and has taken measures to ensure minimum noise disturbance to the neighbourhood. 	Yes	Executive Headteacher	Not Applicable	L
Fire	H	<ul style="list-style-type: none"> <input type="checkbox"/> The fire risk assessment is reviewed and amended in light of the impact of the proposed use of the premises by the site manager. <input type="checkbox"/> Emergency exits are clearly signposted and not obstructed. <input type="checkbox"/> The hirer is aware of the school's emergency procedures and Fire Evacuation Plan. <input type="checkbox"/> The hirer informs all participants of the emergency evacuation procedures. <input type="checkbox"/> Emergency equipment, such as fire extinguishers, is serviced as per statutory requirements. <input type="checkbox"/> Smoking is prohibited on the premises. 	Yes	Site Manager	Not Applicable	M

