



LETTINGS POLICY

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1. Aims and scope

We aim to:

1. Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
2. Allow the hiring of the premises without using the school's delegated budget to subsidise this
3. Charge for the use of the premises to cover the costs of hire and staff supervision and ongoing maintenance and renewal.
4. Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
5. Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Classrooms
- School Hall
- Gym
- Sports Hall
- Dance Studio
- 4G Pitch (MUGA)
- Needlepatch (MUGA)

2.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
Classroom	30	Weekdays £30 per hour Weekends £40 per hour Half Day £90 Full Day £160
School Hall	250	Weekdays £35 per hour Weekends £50 per hour Half Day £110 Full Day £200
Gym	40	Weekdays £40 per hour Weekends £50 per hour Half Day £110 Full Day £200
Sports Hall	60	Weekdays £60 per hour Weekends £70 per hour
Dance Studio	30	Weekdays £40 per hour Weekends £50 per hour Half Day £110 Full Day £200
4G Pitch (MUGA)	30	Weekdays £60 per hour Weekends £70 per hour *Floodlighting £10 extra per hour
Needlepunch (MUGA)	30	Weekdays £60 per hour Weekends £70 per hour *Floodlighting £10 extra per hour

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate if it supports the core aims of the school. Payment must be received at least 7 days in advance of the booking.

We may decide to impose an additional cleaning fee on top of the hiring rates, if the facility is not left clean and tidy.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 days' notice.

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 7 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Breakages and Damages

Any breakages, damages, or the need for replacements due to damage caused during the hire period will be charged to the hirer. The hirer is responsible for ensuring that all items and property are returned in the same condition as they were at the start of the hire period. Any costs incurred for repairs or replacements will be billed directly to the hirer.

4. Application process

Those wishing to hire the premises should use the DigiGreet portal on the school website (www.glenthorne.sutton.sch.uk), and read the terms and conditions of hire set out in section 5 below.

The hirer should fill out and sign the hire request form online. Approval of the request will be determined by the school's lettings administrator.

If the request is approved, approval will be confirmed through the website, payment will be required and PIN codes for access will be provided. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, shall provide a copy of the relevant insurance certificate no less than 7 days before the start date of the licence.
10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
11. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment.
 - b. Any claim by any third party against the school.
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises.

12. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
13. Any cancellations by the school made with at least 7 days' notice will be refunded.
14. Any cancellations by the hirer received with less than 7 days' notice will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
17. The hirer will clean the premises after use.
18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
19. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
21. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third-party intellectual property.
22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
26. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils and other children who may use the site. It is a requirement of hire that hirers abide by the Keeping Children Safe in Out-of-School Settings: Code of Practice and the school's requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated. This includes implementing robust health and safety policies, clear safeguarding and child protection measures, and ensuring the suitability of all staff and volunteers through appropriate vetting processes.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example, if the letting occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have up-to-date and appropriate levels of DBS check and Disclosure by Association checks if the group or club involves children under 8-years old.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies to the school. At least one of the group/club leaders is expected to have undergone safeguarding training and the school will expect to see a copy of the safeguarding training certificate.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, or if the school has any concerns about the welfare or safeguarding of children attending the school for a club/activity, we will follow our usual safeguarding procedures and refer to MASH teams and/or our Local Authority Designated Officer (LADO).

Hirers are responsible for maintaining these standards throughout the hire period and must be prepared to provide evidence of compliance upon request. Failure to adhere to these guidelines may result in termination of the hire agreement.

Source [After-school clubs, community activities, and tuition - safeguarding guidance for providers](#)

7. Health and Safety

The school is committed to the health and safety of its pupils and staff and all those who use the school site. It is a requirement of the hire that hirers promote the health, safety, and welfare of those using the site,

1. It is the responsibility of the hirer to undertake a risk assessment and identify any issues with the school before the letting commences.
2. Hirers are required to report damage or breakages to the Premises Manager as soon as is practical, either by e-mail or phone.
3. The hirer will ensure that there is compliance with current health and safety and other appropriate legislation
4. Before starting any letting, the hirer should assess the facilities and equipment for damage. The hirer should inform the Premises Manager immediately if damage is discovered.
5. Any equipment brought onto the site by the hirer or participants must be maintained and tested to suitable standards and operated according to the manufacturer's instructions and appropriate for the activities undertaken.
6. Any equipment brought onto the premises (e.g., scenery, drapes, curtains) must be rendered fire retardant to a standard acceptable to the school.
7. The hirer should have a list of lawful people (e.g., participants) attending the school (available on request by the school) related to the letting in case of evacuation to inform the emergency services.
8. The hirer is responsible for ensuring a suitably qualified First Aider is present and any accidents/injuries are formally reported to a school representative. If a first aider is not present, then the school will require written confirmation from all participants that they are aware of this and undertake all activities at their own risk.
9. It is the responsibility of the hirer to inform all lawful participants (e.g. organisers and participants in an activity) involved in the letting:
 - a. To observe the legal instructions of school staff relating to the use of, and access to the premises.
 - b. To behave with decorum and not in a manner detrimental to other users in any way or that will be detrimental to the reputation of the school.
 - c. To follow fire evacuation procedures as advised by the school.
 - d. The school grounds and buildings are strictly no smoking.
 - e. No alcohol will be brought to or consumed on the premises.
 - f. All users are responsible for health and safety and that breakages and damages must be reported
 - g. To respect our neighbours when arriving or leaving the premises
 - h. If cars are parked on the road-side they are parked with due consideration of our neighbours. Advise users to use public transport, cycle or walk to the venue wherever possible.
 - i. If appropriate, ensure that changing rooms and toilets are used for single sex changing and changing in public areas is not acceptable.
 - j. Access to other areas of the school, apart from those hire, is prohibited
 - k. The hirer shall not use the premises for any other purpose than that described in the contract
 - l. The hirer must ensure that any marketing material (including tickets) using the name of the school or its logo shall only use images approved by the school.
 - m. No data (images or personal information) of pupils or staff or of the school buildings may be removed from the school.

- n. The hirer must not allow animals (except guide dogs), dangerous goods, or goods/materials that might be deemed detrimental to the school unless permission is obtained from the Governing Body
- o. The hirer shall notify the Premises Manager if special licenses are required (e.g., for public events). The hirer will normally acquire such licenses but if the school incurs any cost as a result this will be chargeable to the hirer

7.1 Fire Drill and Emergency Evacuation

The alarm bell to signal evacuation of the building/outside areas is a continuous ring of the school bell. It is **ALWAYS** to be taken as a serious signal.

The following procedure should be followed:

- On hearing the fire bell, hirers and their groups should leave the area they are in (shut windows, if appropriate, where this will not cause delay and shut the door on exit) and follow the shortest route to the main playground.
- Once out of a building **NEVER** take short cuts through other buildings.
- The group leader should then check that all members of the group have left the area and immediately let the member of Glenthorne staff on duty know if anyone is missing.
- Bags and coats should be left behind.
- The fire alarm system will automatically call the fire service.

This policy was reviewed in February 2025 and will be revisited in February 2026.