



**Whalley Range 11-18 High School  
Lettings Policy**

**September 2025**

**V2**

Ratified by the local academy committee on 27 November 2025

## Approval History

Approved By:	Date of Approval	Version Approved	Comments
Local Academy Committee	3 October 2024	V1	
Local Academy Committee	27 November 2025	V2	Fully revised policy to reflect format and content in other trust schools.

## Revision History

Revision Date	Previous Revision Date	Summary of Changes	Owner/Editor
29/10/24	23/09/24	Paragraph added under Terms and Conditions of Hire relating to the storage of equipment	Gemma Davies, School Business Manager
10/3/25	29/10/24	Paragraph added under Terms and Conditions of Hire relating to long term bookings	Gemma Davies, School Business Manager
18/11/25	29/10/24	Full policy revisions to follow format and content of other schools in trust	Gemma Davies, School Business Manager

## Contents

1. Legal Framework.....	3
2. Aims.....	3
3. Areas available for hire.....	3
4. Charging rates and principles .....	4
5. Application process .....	5
6. Terms and conditions of hire.....	5
7. Safeguarding.....	8
8. Administration of Lettings.....	8
9. Complaints procedure.....	8

### 1. Legal Framework

This policy has due regard to the relevant legislation, including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- Education Act 1996
- The Control of Asbestos Regulations 2012
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Value Added Tax Act 1994

This policy has due regard to the relevant guidance including, but not limited to, the following:

- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'The Prevent duty'
- HMRC (2020) 'Land and property (VAT Notice 742)'
- HMRC (2019) 'Education and vocational training' (VAT Notice 701/30)
- DfE (2025) 'Keeping children safe in education 2025'

### 2. Aims

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils

### 3. Areas available for hire

#### 3.1 Available areas

The school will permit the hire of the following areas:

- Sports hall
- Assembly hall
- Dining areas
- Classrooms
- Library
- Playing fields
- Car park

### 3.2 Capacity and charging rates

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

AREA	CAPACITY	COST
Sports halls	50	Adult group: £90 per hour Junior Community Groups: £80 per hour
Assembly Hall	200	Adult group: £90 per hour Junior Community Groups: £80 per hour
Dining areas	200 – main dining area 100 – small dining area	Main dining area: prices on request Small dining halls: £90 per hour
Classrooms	30	Adult group: £90 per hour Junior Community Groups: £80 per hour
Library	30	Adult group: £90 per hour Junior Community Groups: £80 per hour
Playing fields	N/A	Adult: £70.00 per match Junior Community Groups: £60 per match
Car park	N/A	Price on request, dependent on space required.

## 4. Charging rates and principles

### 4.1 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, or free of charge, if it supports the core aims of the school.

### 4.2 Cancellations

We reserve the right to cancel any agreed letting with a minimum of 7 days' notice. A full refund will be issued if we do cancel the letting. 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 letting.

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

### 4.3 Review

The revenue raised from lettings will be reviewed by the School Business Manager and the Trust Chief Finance and Operations Officer and will form part of the Trust's financial reporting. The review will consider the impact of lettings on the school's delegated budget

and determine whether charging rates are sufficient to cover the schools costs.

## 5. Application process

Those wishing to hire the premises should fill out the hire request form and read the terms and conditions of hire set out in section 6.

The hirer should fill out and sign the hire request form and submit it to the School Business Manager. Approval of the request will be determined by the School Business Manager.

If the request is approved, we will contact the hirer with details of how to submit payment and make any necessary arrangements for the booking. Payments will be made to the school via bank transfer on receipt of invoice, we do accept cash or cheques. We will provide details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their public liability insurance, Risk assessment and Safeguarding Policy.

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 and trust, or where the activity could adversely affect the school's reputation and/or bring the school into disrepute.

## 6. Terms and conditions of hire

- "Hirer" means the person or entity identified in the relevant hire request form.
- No person under 18 years age may make a booking for the use of the facilities.
- The hirer shall pay the full amount as stipulated by the school without deduction or off setting. Under no circumstances shall the Hirer offset any sum due to the School against any actual or alleged liability of the School to the Hirer, whether existing or arising in the future." The governors reserve the right to impose additional hire conditions where necessary and, where these apply, school will ensure any additional conditions are detailed on the letting agreement.
- All long-term lettings must be for a series of bookings that are minimum of 10 weeks and are no more than 14 days apart - All bookings must be block booked in blocks of 10 weeks or more and if a break happens then the following booking must also be of a minimum of 10 weeks in order for VAT not to be paid on the income.
- The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive license and no relationship of landlord and tenant is created between the hirer and the school by this licence.
- The hirer shall not sub-licence any of the premises under the licence.
- Hirers must produce ID if requested by a member of staff on site.
- 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.
- Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
- The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
- 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 and must take out its own public liability insurance with a reputable insurer.

- A copy of the valid public liability insurance certificate must be submitted with any application to use the school's grounds or premises.
- Employer's liability, professional indemnity or personal accident/injury insurance held by individuals is not sufficient.
- The Hirer shall not engage in, nor permit any person to engage in, any unlawful or immoral activity on the premises, nor any act that could invalidate any insurance policy maintained by the School in respect of the premises.
- The hirer shall indemnify and keep indemnified the school from and against:
  - any damage to the premises or school equipment;
  - any claim by any third party against the school; and
  - 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
- 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.
- Any cancellations by the hirer received with less than 7 days' notice will not be refunded.
- Any cancellations by the school made with at least 7 days' notice will be refunded.
- The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
- Hirers must not harass, abuse or threaten any person in or about the premises in any way. Where a person behaves inappropriately, all existing lettings could be suspended or cancelled.
- For all lettings, due regard and consideration must be given to our neighbours and the school's car parking facilities must be made full use of when available.
- Storage facilities: The school recognises that some clubs or activities will need to store equipment (for examples goal posts in containers) on the academy grounds. Only equipment linked to the activity can be stored. The school reserves the right to check what is being stored without advance notice.
- The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the school.
- 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.
- The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
- The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for use of any third-party intellectual property.
- The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
- The hirer shall comply with all applicable laws and regulations relating to its use of the premises.

- 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.
- This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
- 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.
- The school will advise the Hirer of the maximum capacity that will be allowed for any event. Under no circumstances will the Hirer or Organisation allow the maximum number of admissions to be exceeded. The school may refuse the admission of any person or may require any person to leave the site without giving a reason for doing so.
- The Hirer is not permitted to arrange for, or permit, the sale or consumption of alcohol on the school premises.
- The Hirer shall be required to co-operate fully towards ensuring that the Schools No-Smoking/No Vaping policy is strictly enforced throughout the site including outdoor spaces. Any organisations found not to be enforcing the No-Smoking/No Vaping policy with any participants will be held responsible and could result in lettings being withdrawn.
- The Hirer must ensure that the hired part of the site and any equipment used is left clean and tidy and that the equipment is left in the same condition as found at the end of the period of use. Hirers are not permitted to use any of the school's equipment unless agreed at the time of booking. Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises of grounds.
- The School reserves the right to levy an additional cleaning charge should the premises be left in such a condition as to necessitate unreasonable extra cleaning. Damage to equipment will be charged to the Hirer at the cost of repair plus a 10% administration fee. If damaged equipment cannot be repaired, then the full replacement cost will be charged to the Hirer. The hirer must ensure that the premises are vacated at the hour agreed or at any time during the period of hire if required in the interests of public safety.
- Health and Safety, it is the responsibility of the user group to ensure that any potential risk associated with an activity is minimised. The School reserves the right to terminate any activity where staff consider the situation is unsafe and in breach of Health and Safety regulations. In such circumstances no refund will be offered. Hirer's are expected to ensure minimum qualifications for those leading, teaching, coaching and/or supervising activities and compliance with the rules and advice of relevant governing bodies for particular activities.
- There will be no fire equipment testing during your use of the facility, unless you have been informed by a member of staff. Therefore, if the alarm sounds, leave the pitch by the nearest exit. **DO NOT STOP TO COLLECT PERSONAL BELONGINGS; DO NOT RE-ENTER THE FACILITY**
- If you discover a fire, operate the closest call-point by pressing the middle of the glass panel to raise the alarm. Hirers are responsible for undertaking a roll call of all persons attending their event/ activity.
- Hirers should be made aware that the use of CCTV will be used to monitor events and identify incidents taking place whilst the premises are in use and in accordance with the trusts CCTV policy.
- **TRUSTEES / GOVERNORS** reserve the right of the school to reject or terminate an arrangement in the circumstances where it is felt that the provision offered is not suitable for the school or it is felt to be inappropriate, such a decision being at the sole discretion

of the school.

## **7. Safeguarding**

The school is dedicated to ensuring the safeguarding of its pupils at all times.

It is the responsibility of those hiring the premises to have appropriate safeguarding and child protection policies in place. The school will require that hirers provide their Safeguarding Policy to them prior to any lettings taking place and will require this is completed every time the policy is updated.

Within the hirer's safeguarding policy, it should confirm who the Designated Safeguard Lead (DSL) is, what training has been undertaken and that the hirer regularly reviews the policy in line with the updates around Keeping Children Safe in Education. If during the period of hire you become aware of any safeguarding or child protection issues, you should follow your safeguarding policy which may involve referring to the police or children's services. Alongside this, you should alert the DSL of the school whose facilities you are letting. This may lead to further investigation by the school in accordance with KCSIE September 2025 and could involve a referral to the Local Authority Designated Officer (LADO). The Designated Safeguarding Lead for the school is Mrs M Connolly.

Storage facilities: The school recognises that some clubs or activities will need to store equipment (for examples goal posts in containers) on the academy grounds. Only equipment linked to the activity can be stored. The school reserves the right to check what is being stored without advance notice.

If there is a chance that those hiring the premises will encounter pupils, for example 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 had the appropriate level of DBS check.

If hirers are supervising infant or junior age groups, they are responsible for their welfare on site at all times. It is a public facility therefore members of the public are on site. Children of any age should not be left unsupervised at any time as hirers are responsible for the welfare & safeguarding of all children in your group whilst on site. It is advisable that parents remain on site whilst activities are taking place, where this is not possible the hirer is responsible for their welfare and safeguarding.

## **8. Administration of Lettings**

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to receive applications for lettings of a routine nature to the School Business Manager, who will consult with the headteacher to accept or decline applications for hire of the premises on any lettings. Term time and holiday letting periods are defined by the published term dates of the school and may be subject to change.

## **9. Complaints procedure**

A formal complaint about the school from someone letting the school premises will be dealt with under the Trust Complaints Procedure.