



The  
**Leaf Trust**

Unique Primary Schools Growing Together.

# 3<sup>rd</sup> Party Lettings Policy & Procedures

Statutory

|                                           |                       |
|-------------------------------------------|-----------------------|
| <b>Date Policy Adopted:</b>               | 4 June 2025           |
| <b>Policy Owner:</b>                      | Headteacher           |
| <b>Policy Monitored and Evaluated by:</b> | School Governor Forum |

**Trust Board Ratification:** Yes ☐ No ☒

|                            |                       |                                         |
|----------------------------|-----------------------|-----------------------------------------|
| <b>Policy Approved by:</b> | School Governor Forum | <b>Date of Approval:</b><br>19/03/26    |
| <b>Review Cycle:</b>       | Annual                | <b>Review Date:</b> Term 6<br>June 2026 |

# History of Most Recent Policy Changes

| Version | Date        | Page           | Change     | Origin of Change                                                         |
|---------|-------------|----------------|------------|--------------------------------------------------------------------------|
| V1.0    | 3 June 2024 | Whole Document | New Policy | Based on Delegated Services Model Policy personalised to The Leaf Trust. |
| V1.1    | 4 June 2025 | N/A            | No Changes |                                                                          |
|         |             |                |            |                                                                          |
|         |             |                |            |                                                                          |

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# 1. Assessment of School Premises for Community Use

| School Area                                                          | Suitable for Community Use? | Times Available                                                       | Issues effecting use                                                                                                                                           |
|----------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Infant Hall + toilets and servery                                    | Yes                         | After 5:30 weekdays<br><br>All day on weekends<br><br>School Holidays | Capacity 120<br><br>Limited chairs and tables (would need to be moved from Juniors)<br><br>Can be locked separately to rest of school so no caretaker required |
| Junior hall, library, toilets & staffroom                            | Yes                         | As above                                                              | Capacity 120<br><br>Cannot be sectioned off from the rest of the school which needs to be considered as potential cost of staffing                             |
| Junior field + toilets (equipment such as goal posts by negotiation) | Yes                         | As above                                                              | Would need to open Juniors if toilets were required<br><br>Line markings will be needed for sports events                                                      |
| Junior field or playground (without toilets)                         | Yes                         | As above                                                              | Line markings will be needed for sports events                                                                                                                 |
| Hire of tables and chairs (on or off site)                           | Yes                         | By negotiation                                                        | Tables and chairs are in use regularly during the school day                                                                                                   |

- List all potential 3<sup>rd</sup> party uses.
- Review security/staffing & general site/operational risk.
- Carry out feasibility exercise to ascertain maximum letting hours between Mon-Sun excluding staffing, overheads, and operational issues.
- Survey traffic management and pedestrian routes concerning 3<sup>rd</sup> party lets.

## 2. School Lettings Policy

### THE CROSSWAYS SCHOOLS POLICY STATEMENT ON LETTINGS OF SCHOOL FACILITIES

#### **Introduction**

The Board of Trustees recognises the position of the school in the local community and that encouragement should be given to the use of the school premises by outside organisations.

The Board of Trustees welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families, and the local community. The Board of Trustees acknowledges that extended services, including community services, support and complement the main teaching and learning activity within the school and contribute towards raising standards. However, we would ask that partners note that schools, by their very nature, may be more constrained than many other organisations in responding to lettings requests.

A charge will normally be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement.

#### **Definition**

A letting may be defined as:

"Any use of the school buildings and grounds by parties other than the school and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')".

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these

uses are therefore a legitimate charge against the school's delegated budget:

- Governing body meetings
- Extra-curricular activities for pupils organised by the school.
- School performances
- Family learning
- Parents' meetings
- Meetings of the PTA
- PTA organised events

Lease arrangements and Partnership Agreements are subject to separate policy guidance.

### **Rationale**

The Crossways Schools have set the policy, agreed charges and regulations for lettings of school buildings. With the support of the Trusts' Operations Lead, this responsibility has been devolved to the headteacher, with the School Business Manager having the responsibility for operating these procedures on a day-to-day basis.

In order to assist the School Business Manager in responding to inquiries, reviewing scales of charges, making decisions regarding individual lettings, balancing priorities of the school and the community and in managing caretaking and other support staff to facilitate the use of the buildings, it is now necessary to set down guidelines which reflect the Trusts' aims for the community use of the school buildings.

### **PURPOSES**

These guidelines are intended to:

- Ensure that the school discharges its statutory functions with respect to its pupils.
- Maximise community use of the facilities whilst minimising the impact on pupils.
- Assist in determining priorities regarding use of School buildings.
- Simplify decision making regarding letting requests.
- Set the context for cost effective income generation from lettings.

## **GUIDELINES**

### **1. Availability To School**

- 1.1 The school buildings should be available for the exclusive benefit of the pupils and staff between the hours of 8.30am and 4.00pm during school terms. Any exceptions to this must be specifically approved by the Headteacher.
- 1.2 No letting outside these hours in term time weekdays should be allowed to prevent a school extracurricular activity taking place.
- 1.3 Use of the school buildings outside school hours required by the pupils, staff, governors, and P.T.F.A should, as far as possible, be registered with the School Business Manager by the end of July for the following academic year. Any additional requirements will need to be checked against the letting's diary.

### **2. Availability To Other Users**

- 2.1 Multi-lets take priority over individual one-off bookings.
- 2.2 Where possible, multi-lets for clubs, etc. should have access to facilities all year round, with the exception of public holidays and days designated by the school management as unavailable (e.g. cleaning/ examinations, etc.)
- 2.3 Precise dates of multi-lets will be agreed at least every term in advance and, where possible, for the whole academic year in advance.

### **3. Availability of Staff and Facilities**

- 3.1 Any letting of the external sports facilities requires the school caretaker or other responsible person to be present at the beginning and end of the letting period on each occasion a letting takes place to check that equipment and facilities are in order.
- 3.2 Any letting of the school hall or other internal facility will require the school caretaker or other responsible person to be on the premises and available on call throughout the letting period.
- 3.3 Lettings will not normally include specialist facilities apart from heating, lighting, and access to electrical power. Exceptional use of the specialist facilities (e.g. stage lighting, PA system, catering, washing up, laboratory, workshop, or IT facilities) will require the hirer to have a competent person on site throughout the letting period.

#### **4. Responsibilities**

- 4.1 The school will be responsible for providing facilities as agreed in good working order throughout the period of the letting.
- 4.2 The hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities and shall report any deficiencies on the occasion of each use.
- 4.3 The hirer will be responsible for the registration and conduct of people attending the function for which the school has been let, including ensuring that security and health and safety requirements are met.
- 4.4 Any deficiency in equipment or level of service should be registered with the School Business Manager as soon as possible..
- 4.5 The school reserves the right to terminate booking if the above requirements are not met.

#### **5. Charges**

- 5.1 A schedule of charges will be reviewed annually by April for the following academic year, setting a market rate for the facilities let.
- 5.2 Information on remissions, discounts and no-charge lettings will be made available to the user before confirmation of booking.
- 5.3 Payment will be in advance where possible and “on the day” at the latest for one-off bookings. This may include a damage deposit for all new users.
- 5.4 Payments for multi-lets will generally be on a termly basis, payable in half-termly amounts, in advance, during the term when the lettings occur.
- 5.5 The School Business Manager may decide, in consultation with the Senior Management Team if appropriate, that a letting is not cost-effective and decline the request.
- 5.6 Charges will include, where appropriate, the full cost of staff availability and, where possible, equipment maintenance. This sum to be specified where possible.

## **6. Specialist Activities**

- 6.1 Where specialist activities with a higher-than-normal risk of injury, damage or loss are to take place, the hirer must, before booking can be confirmed, assure the Headteacher that:
- a) Those in charge are suitably qualified.
  - b) The correct equipment is being used.
  - c) All appropriate guidelines, codes of practice (statutory or otherwise) are being observed.
  - d) The hirer has insurance which will reimburse the school for any damage or loss resulting from their activities.

## **7. Public Entertainment**

- 7.1 All public entertainments must be overseen by a manager, nominated by the hirer, a responsible person 21 years of age or more, who shall be on the premises at all times whilst the entertainment is in progress.
- 7.2 It is important that all managers of events open to the public (whether for a fee or not) are familiar with the conditions of the licence granted to the school in respect of the above.
- 7.3 Regulations regarding maximum numbers (see table above) and fire arrangements must be complied with.
- 7.4 It is the responsibility of the manager of the event to ensure adequate attendants and good order during the event.

## **8. General**

- 8.1 Smoking is not allowed anywhere on the school premises.
- 8.2 No alcohol or drugs (unless prescribed) are permitted on site.
- 8.3 No wandering around school, anti-social behaviour, swearing, misuse of equipment is permitted at any time.
- 8.4 The school reserves the right to refuse any booking without stating a reason should it be deemed unsuitable, unsafe or in conflict with the ethos of the Trust.

## 3.0 General

### 3.1 Charges

The school is responsible for setting charges for the letting of the school premises. These are set out in the Schedule of Charges for Community Use.

The scale of charges will be reviewed annually by the Trust for implementation from the beginning of the next financial year, with effect from 1st September of that year. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Headteacher and School Business Manager are empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for educational activities is exempt of VAT, whereas non-educational lettings are subject to VAT.

The minimum hire period will be one hour. 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 necessitating their incurring additional cost for cleaning, caretaking, or other expenses.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of use.

### 3.2. Letting times, available facilities, and equipment

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

|                    |                  |                      |
|--------------------|------------------|----------------------|
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|--------------------|------------------|----------------------|

Infant School Hall: 5:30pm – 9pm on weekdays and all day weekends and school holidays

Junior School Hall: As infant hall depending on letting due to locking up arrangements

Junior Playground: As infant hall depending on letting due to toilet/locking up arrangements

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

### 3.3 Conduct of users

This is set out in the Terms and Conditions for use of school premises.

### 3.4 Security

The Headteacher 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.

### 3.5 Management of lettings

The Trustees have delegated day-to-day responsibility for lettings to the Headteacher in accordance with the Trustees policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he/she will consult with the Trust Operations Lead.

The school should ensure that the terms of any contract for lettings such as supplementary schools; theatre groups; sports activities; cubs and scouts etc, that will require the contractor to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, also requires the contractor to adopt and implement the

measures described in this guidance. They schools should also monitor the contractor's compliance.

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

## 3.6 Considering applications for lettings.

Organisations seeking to hire the school premises should approach School Business Manager. Details of charges and conditions of use should be given or referred to.

An Initial Request Form, a copy of which is attached to this policy, should be completed at this stage. A record of all enquiries should be kept on file. The Headteacher and School Business Manager will decide on the application with consideration to:

- The priorities for lettings agreed by Trustees and set out in the trust's lettings policy.
- The availability of the facilities and staff
- The schools' equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

## 3.7 Child Protection and the Prevent Duty

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.

All hirers must state the purpose of the hire. Each application will be vetted, and any concerns will be reported to the Headteacher prior to approval.

When determining whether to approve an application, the Headteacher (delegated to the School Business Manager) will consider the following factors:

- The type of activity
- Possible interference with school activities

- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties regarding the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Headteacher, balanced or outweighed by freedom of expression or artistic merit).

The School Business Manager will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact the police who will remove the person or group from school premises.

### 3.8 Issuing a Lettings Contract

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract.

The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the school's current scale of charges. We will seek payment in advance by BACS to reduce any possible bad debts and or a deposit to cover damage.

All lettings' fees received will be paid into the trust's bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Head teacher on behalf of the Trust has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

### 3.7 Lettings diary and database

In order to track lettings, a lettings diary can be developed using a common software package along with a comprehensive contact database. Where this is not available, the school will maintain an electronic record locally which will comply with the Trust's GDPR policies and be part of the Trust's internal scrutiny processes.

## 4.0 Schedule of Charges

### **THE CROSSWAYS SCHOOLS SCHEDULE OF CHARGES FOR LETTINGS**

The school governors at their meeting on 19/03/26 adopted the scale of charges set out below.

|                                                                               | <b>DAYTIME – Holidays<br/>(8:00am – 6:00pm)</b> |                                    | <b>EVENINGS<br/>(6:00pm – 10:00pm)</b> |                                    | <b>WEEKENDS<br/>(8:00am – 11:00pm)</b> |                                    |
|-------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------|----------------------------------------|------------------------------------|----------------------------------------|------------------------------------|
| <b>Areas of the school</b>                                                    | <b>Commercial<br/>Rate per<br/>hour</b>         | <b>Community<br/>Rate per hour</b> | <b>Commercial<br/>Rate per hour</b>    | <b>Community<br/>Rate per hour</b> | <b>Commercial<br/>Rate per hour</b>    | <b>Community<br/>Rate per hour</b> |
| Infant Hall + toilets<br>and servery                                          | £40<br>(£200 per day)                           | £30<br>(£150 per day)              | £40                                    | £30                                | £40<br>(£200 per day)                  | £30<br>(£150 per day)              |
| Junior hall, library,<br>toilets & staffroom                                  | £40<br>(£200 per day)                           | £30<br>(£150 per day)              | £40                                    | £30                                | £40<br>(£200 per day)                  | £30<br>(£150 per day)              |
| Junior field + toilets<br>(equipment such as<br>goal posts by<br>negotiation) | £35<br>(£170 per day)                           | £25<br>(£120 per day)              | £35                                    | £25                                | £35<br>(£170 per day)                  | £25<br>(£120 per day)              |
| Junior field or<br>playground (without<br>toilets)                            | £25<br>(£100 per day)                           | £15<br>(£70 per day)               |                                        | £15                                | £25<br>(£100 per day)                  | £15<br>(£70 per day)               |
| Hire of tables and<br>chairs (on or off site)                                 |                                                 | £10                                |                                        | £10                                |                                        | £10                                |

For block bookings or all-day events a discounted rate may be available.

Minimum hire of 1 hour.

## 5.0 Draft cover letter for enquiries

### Draft cover letter for enquiries about lettings

[Insert name and address]

Dear [insert name]

Thank you for your interest in hiring the school facilities. I enclose a copy of the schools' lettings pack containing:

- The school's lettings policy
- The school's health & safety policy
- A booking form.
- The terms and conditions of use
- A schedule of charges
- A risk assessment form
- The school's equal opportunity policy
- Safeguarding agreement
- Critical Incident Plan

For further information please refer to the school's website (insert link)

If you would like to proceed with a booking, please complete and return the booking form as soon as possible so that we can begin to process your application.

Yours sincerely,

# 6.0 Booking Form

## **FORM FOR HIRE AGREEMENT**

**Note to Applicant:** Before completing this form read carefully the Regulations for the Letting of School premises.

### **PART 1 APPLICATION DETAILS**

| ACCOMMODATION/<br>FACILITIES REQUIRED | PURPOSE OF HIRE | DAY | DATES REQUIRED |    | TIMES REQUIRED |    |
|---------------------------------------|-----------------|-----|----------------|----|----------------|----|
|                                       |                 |     | FROM           | TO | FROM           | TO |
|                                       |                 |     |                |    |                |    |

Name Of Applicant:\_\_\_\_\_

Telephone No (Day):\_\_\_\_\_

Full Postal

Address:\_\_\_\_\_

Name Of

Organisation:\_\_\_\_\_

Copy Of Liability Insurance (minimum £5m) attached:

Insurer- \_\_\_\_\_

I personally agree to be responsible for the fees charged in respect of this letting and will observe the Regulations for the Letting of The Leaf Trust Premises, which I have read.

Signature Of

Applicant:\_\_\_\_\_Date:\_\_\_\_\_

-----

**Must be over 21 years of age.**

## **PART 2 APPROVAL DETAILS (SCHOOL USE ONLY)**

|                                      |                                |
|--------------------------------------|--------------------------------|
| Application approved/ not approved   | Date Caretaker informed:       |
| Comments:                            | Date Grounds Service Informed: |
| Signed:<br>(School Business Manager) | Date Cleaning Staff Informed:  |
| Date:                                |                                |

## **PART 3 BASIS OF CHARGE (FOR SCHOOL USE ONLY)**

| ACCOMMODATION | EQUIPMENT | HOURLY RATE<br>£ | OTHER<br>RATE<br>£ | VAT AT<br>%<br>£ | TOTAL<br>CHARGE<br>£ |
|---------------|-----------|------------------|--------------------|------------------|----------------------|
|               |           |                  |                    |                  |                      |
| TOTAL PAYABLE |           |                  |                    |                  |                      |

INVOICE NO:

# 7.0 Terms and Conditions

## The Crossways Schools

### Terms and Conditions for use of Premises

All groups/organisations that use the premises are required to read these terms and conditions and agree to abide by them by signing the Lettings Contract. This will be signed by the nominated person from each group/ organisation.

#### **Interpretation**

'The school' means the The Leaf Trust, its employees, and agents.

#### **Purpose of use**

1. The accommodation shall only be used for the purposes stated on the application, and within the hours agreed in the letting agreement issued by the school. The Hirer shall be responsible for ensuring these conditions of occupation are observed.
2. The Hirer shall not assign or sublet the whole or any part of the benefit of this agreement.
3. No interference is to be made with school property/equipment/premises which do not form part of the letting.

#### **Health and Safety**

4. The Hirer is responsible for the effective supervision of the arrangements and activities in the premises during the period of hire and for the prevention of disorderly behaviour to ensure that no nuisance or annoyance arises to the occupiers of adjoining premises or neighbouring residents and shall behave reasonably at all times.
5. The school fire, emergency, and evacuation and lock down procedures will be forwarded to the Hirer and it the Hirer's responsibility to ensure that the whole party are aware of these procedures. The Hirer shall be required to take any precautions necessary to ensure the safety of those attending during the period of hire, including ensuring the means of escape from fire are not blocked or impeded.

6. The Hirer will immediately inform the school of any emergency, accident or serious incident that occurs on the school's premises. This should be done in person and may require the applicant telephoning (**specify who and provide contact telephone number**) the Headteacher or the Premises Manager. The Hirer will be responsible for reporting to the Health and Safety Executive any accident that arises from activities that it organises.
7. Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety, and must provide evidence of these to the school as required e.g. Safeguarding Policy and Acceptable Use of IT Policy, DBS/ISA Checks.

### **Payment of Hire Charges and Deposit**

8. Hire charges shall be due and payable 5 days before the date of the booking.
9. 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 necessitating their incurring additional cost for cleaning, caretaking, or other expenses.

### **Responsibility of the Hirer for Good Order and Safety**

10. The Hirer shall be responsible for any damage to the school property, equipment or buildings caused by them or their guests. The Hirer must report any such damage to the school immediately. The Hirer shall repay to the school on demand the cost of re-instating or replacing any part of the premises or any of the property on the premises which shall be damaged, destroyed, stolen, or removed during the period of hire or prior or subsequent thereto if in relation to or by reason of the hiring. Any such costs will be in addition to the specified lettings charges.
11. The Hirer shall ensure that all accommodation is left in a clean and tidy condition at the end of the letting. Using litterbins and recycling facilities as appropriate will help this.

12. The Hirer must obtain express permission from the school to leave any equipment on the premises. The Hirer is responsible for any equipment they leave on the premises and shall ensure that such equipment is in good repair and after use, safely stowed away. Items no longer required by the Hirer, or deemed by the school to be unsafe or beyond repair or else unsafely stored on the premises shall be promptly removed by the Hirer on demand. If such request is not complied with by the Hirer within \*, the items may be disposed of by the school and the Hirer shall reimburse the school for any expense which it incurs.
13. The school shall not be responsible for any article brought or left in any part of the premises, or theft or loss of, or damage to vehicles parked in any car park provided.
14. The Hirer shall comply with any reasonable instructions given by the Head teacher, Premises manager or other member of the School Staff.
15. Alcohol is not allowed to be sold on the premises unless prior permission is given by the school and a licence obtained by the Hirer. Illegal drugs are not to be brought onto or consumed on the school premises.
16. There shall not be brought onto the premises anything of an inflammable, dangerous or noxious character.
17. Where the premises does not have a Public Entertainment Licence the Hirer will be responsible for obtaining such a licence. Any fees for such licences are to be paid for by the Hirer.
18. Smoking is not allowed anywhere on the school premises at any time.
19. No nails or fastenings shall be driven into any wall, floor, ceiling or partition of the premises without the permission of the school.

### **Indemnity & Insurance**

20. The school disclaim liability for injury or damage to persons or property upon its premises (so far as they are legally able to do so).
21. The Hirer agrees to indemnify its employees and agents and the school against all actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury during the period of hire

or before or after that time if such death or injury in any way related to the hire of the premises except where such death or injury occurs as a result of the negligence or breach of duty of The Leaf Trust, the school or their agents or employees. The indemnity must be covered by public liability cover to the sum of £5m, including fire damage to the premises and its contents. It will be necessary to produce documentary evidence of the cover when booking.

## **Advertising**

22. No advertising shall be permitted except without the prior written consent of the school.

## **Cancellation**

23. The school reserve 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 any monies paid in respect of the letting so cancelled 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. The school reserves the right to refuse any application for hire as it may deem fit or withdraw permission for any letting at any time.
24. If the Hirer cancels their booking 10 or more working days before the date of the booking, the full fee and deposit will be refunded to the Hirer. If less than 10 working days' notice is given, only 50% of deposit will be returned. If less than 5 working days' notice is given by the Hirer, there will be no refund of the deposit.
25. The applicants will complete all relevant paperwork in a true and accurate way. False information may lead to an application being terminated.

## 8.0 Lettings Checklist for Hirer

|           | Things to do                                                                                                          | Tick when done |
|-----------|-----------------------------------------------------------------------------------------------------------------------|----------------|
| <b>1</b>  | Read through schedule of charges and the conditions of use, and booking form                                          |                |
| <b>2</b>  | Complete booking form                                                                                                 |                |
| <b>3</b>  | Send in booking form to school to request a booking                                                                   |                |
| <b>4</b>  | School notifies you that the booking is available or not available and sends you an invoice                           |                |
| <b>5</b>  | Complete risk assessment of activity (including DBS forms and ISA Registration if working with children) licences etc |                |
| <b>6</b>  | Send in risk assessment, DBS forms, copy of any licences required and payment of invoice                              |                |
| <b>7</b>  | Receive signed Lettings Contract from school                                                                          |                |
| <b>8</b>  | Copy of fire procedures                                                                                               |                |
| <b>9</b>  | Inform attendees of fire procedures and terms and conditions of use                                                   |                |
| <b>10</b> | Copy of liability insurance)                                                                                          |                |
| <b>11</b> | Basic Emergency Action Plan (EAP) i.e. 1 <sup>ST</sup> aid kit, nearest hospital, next of kin details etc )           |                |

## 9.0 Draft Lettings Contract

[INSERT SCHOOL NAME]

### Lettings Contract

[Insert hirers name and address]

Dear [insert name]

The Leaf Trust has approved your application for the use of the premises of the above-named school on the [insert date] between the hours [insert start time] to [insert end time]. This use is for [insert nature/ name of event] and

The facilities which you have permission to use are:

- [List all accommodation including access to toilets, kitchen, first aid, reception as appropriate]
- [List all equipment]

All other facilities and equipment are not to be used without prior permission. These special arrangements apply [insert any special requirements relating to setting out the room, caretaking, cleaning etc]

Your use of the premises will be subject to the terms and conditions of use.

Yours sincerely,

Head Teacher

## 10.0 Checklist for School Staff

**[INSERT SCHOOL NAME]**

### Lettings Checklist for school staff

| Procedure                                                                                                                                                       | Date | Initials |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| Send enquiry pack with cover letter, schedule of charges, terms, and conditions of use and booking form etc                                                     |      |          |
| Completed Booking Form received by school                                                                                                                       |      |          |
| Access suitability of activity                                                                                                                                  |      |          |
| Check availability of premises / equipment                                                                                                                      |      |          |
| School completes draft risk assessment for activity and ensure all risks can be covered                                                                         |      |          |
| Check availability of caretaker/ security staff and agree booking with them                                                                                     |      |          |
| Calculate cost of hire                                                                                                                                          |      |          |
| Take up references (where appropriate)                                                                                                                          |      |          |
| See a copy of the Child Protection Policy and DBS checks and safe recruitment procedures (as appropriate) for all organisations providing services to children. |      |          |
| Book letting into diary with hirers name and contact number                                                                                                     |      |          |
| Send confirmation of booking and Invoice                                                                                                                        |      |          |
| Deposit/ payment received                                                                                                                                       |      |          |
| See completed risk assessment for activity from hirer and ensure all risks are covered                                                                          |      |          |
| Issue Lettings Contract and receipt for payment                                                                                                                 |      |          |
| Induct lessee into fire procedures etc                                                                                                                          |      |          |
| Re check booking in diary, arrangements with caretaking staff, and others where appropriate                                                                     |      |          |
| Check that payment appears on the trust's bank account                                                                                                          |      |          |
| Return deposit (where applicable)                                                                                                                               |      |          |

Notes: