



Wavendon Gate School

Lettings Policy

Date of last review:	November 2025
Date of next review:	November 2028
Type of policy:	Statutory/WGS
Frequency of review:	3 years
Governor committee:	Business Committee

1. Aims and scope

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
- 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:

- Hall
- Classrooms
- Field
- Playground
- Car park

2.2 Capacity and charging rates

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

AREA	CAPACITY	COST
Hall	250	£25 per hour. Day rate £100 Discount for more than one day will be looked at for individual hirers
Classrooms	Depending on event	£15 per hour each classroom. Day rate £50 Discount for more than one day will be looked at for individual hirers
Field	Depending on event	£15 per hour Discount may apply for more than 1 hour.
Playground	Depending on event	£15 per hour Discount may apply for more than 1 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, or free of charge, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates or a deposit may be requested prior to the letting period starting.

The setting of charges will take into account the cost of maintenance, heating, lighting etc. All charges will be levied on an hourly basis, rounded up to nearest full hour where appropriate. The charges will be reviewed annually by the Headteacher. Unless otherwise agreed, charges shall apply from the start of the school year in September. Charges may be varied for any hirer at the discretion of the Headteacher.

It is the responsibility of the hirer to ensure all children and adults attending the school premises during their let conduct themselves correctly: any damage is chargeable.

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 Review

The revenue raised from hiring out will be reviewed by the Headteacher and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the Headteacher.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. 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.

All lettings will be invoiced in advance of the letting and payment will be expected prior to the letting date. Regular lettings will provide as part of the application form a calendar of booking dates that the organisation wish to hire the premises. The school will invoice in advance i.e. invoice in May for June letting dates and payment will be expected by the end of May for the June dates.

Changes to dates can be made in writing to the school. The school reserves the right to decline dates that are needed for school productions and events. The school will advise the hirer in advance of any such dates.

Each September the hirer will confirm their dates for the following academic year.

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 reputational damage may occur.

4.1 One-off Lettings

Within the charging structure, an allowance has been made for the cleaning and security. For any activities that generate an unusual amount of cleaning, extra charges will be made and a deposit of £50 may be requested. For all activities, a key holder will be available at the start of the letting period to ensure that all is in order. They will also be available at the end of the letting period to ensure the premises are vacated on time, in a suitable state and that the building is secure. For some lettings, a key holder will be present throughout.

4.2 Regular lettings

Two references from previous or preferable current letting premises are required to be sought by the school.

After an agreed initial period of time, the hirer will be provided with a key and alarm code for the section of the building used.

Any loss of keys or callout of Alarm Company due to the hirer are chargeable.

Additional set of keys/fobs can only be sought through the school. The hirer is prohibited from duplicating keys.

Regular lets are on the understanding that some lettings cannot proceed due to school productions etc. Advance notice will be given in these cases.

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, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 10 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; and
 - 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.
14. Any cancellations by the hirer received with less than 7 days notice.
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 is responsible for cleaning all equipment and areas 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 at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

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 hire 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 had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact Kerry Jarman as soon as reasonably practicable.

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, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

7. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing board.

Date policy agreed

Date Agreed:	
Signed:	
Review Date:	November 2028

Appendix 1: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact Gemma Wakeman (School Business Manager).

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Name _____ Date _____

Signature _____

Please return this form via email to admin@wavendongateschool.co.uk or to the school office. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.

Appendix 2: Confirmation of licence template letter

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is free on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the enclosed terms and conditions

Based on the length of time and area requested, the full amount for the hire will be [insert amount]. You can pay us by [insert payment method]. We request full payment of the fee by [insert date].

We'll also require you to submit to us:

- Proof of your public liability insurance
- DBS for your staff

We've attached the following documents:

- Details of emergency evacuation procedures in the event of a fire/similar emergency
- Lettings policy
- Safeguarding policy
- Health and Safety policy

Please make sure you're familiar with these before the date of hire.

You can contact Gemma Wakeman at admin@wavendongateschool.co.uk with any questions about hiring the premises.

Kind regards,

Gemma Wakeman
School Business Manager