

Aston Clinton School

Together we: Aspire, Care and Succeed



Letting of School Premises Policy

Approved by (Governing Board):	Finance Committee
Date approved:	Spring 2026
Last reviewed on:	Spring 2026
Next review due by:	Spring 2027 (annual review)

1. Definition of a Letting

- A letting may be defined as 'any use of the school premises (building and grounds) 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.
- Use of the premises for activities such as staff meetings, parents' meetings, ACSA, Governing Board meetings and extra-curricular activities of pupils supervised by school staff, falls within the corporate life of the school and are not charged.

2. Aims and scope

- Enable appropriate community and commercial use of the school premises and facilities where it supports community benefit and does not compromise education.
- Ensure the school's delegated budget is not used to subsidise lettings; all direct costs are recovered and, where appropriate, lettings generate additional income for the school.
- Ensure no hire interferes with the school's primary purpose of providing education to pupils.
- Operate lettings safely and in line with the school's risk assessments and relevant guidance.

3. Charging Rates and Principles

- Lettings rates are set by the Governing Board/Finance & Premises Committee and reviewed annually; regular hirers will receive at least 1 month's written notice of changes.
- Charges will cover services (heating, lighting, water), staffing (caretaking with on costs), administration, wear and tear, use of school equipment.
- A separate cleaning charge may be applied where additional cleaning is required beyond routine standards.

4. Areas available for hire

- The school will consider hiring the following areas, subject to availability and risk assessment:

Areas to Hire	Rates	
Hall/Gym	Monday –Saturday	£30 Per Hour
Library		
Classroom(s)	Sunday	£35 per Hour
Playing field(s)		
Car park (for events only)		

- Note: Capacity must reflect fire safety and room layout. Rates may include a premium for commercial bookings and a concessionary/community rate at the school's discretion.
- Deposits may be required for certain bookings (e.g., large events or where damage risk is higher).

5. Applying To Use the School

- The Headteacher will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.
- The Headteacher is responsible for the management of lettings, in accordance with this policy, but the Headteacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility.
- If the Headteacher has any concern about the appropriateness of a particular request for a letting, he/she will consult with the Chair of Finance & Premises Committee or Chair of Governors who has the authority to determine the issue on behalf of the Governing Board. All decisions should be submitted to the Finance & Premises Committee for ratification.
- The Governing Board has the right to refuse an application, and no letting should be regarded as 'booked' until approval has been given in writing by the school. No public announcement of any activity or function taking place should be made by the organization concerned until the booking has been confirmed in writing.

- All lettings are subject to the school's standard terms and conditions of hire which will be supplied to all hirers.
- All lettings must be supervised by an approved key holder. At the discretion of the Headteacher, long term lettings can be allowed to be self-supervised providing the hirer supplies appropriate references and contact details have been strictly verified. However, should the hirer need to call out a key holder for assistance, a charge will be made for the key holder's time, which will not be less than one hour.
- All hirers must provide written proof of their public liability and accidental damage insurance. They must also be familiar with fire evacuation procedures and ensure that the relevant emergency exit doors are unlocked.

6. Cancellations and Refunds

- The school may cancel any agreed hire with a minimum of 14 days' notice. A full refund of hire charges already paid will be issued in that circumstance. The school is not liable for indirect or consequential losses arising from cancellation.
- Hirers may cancel with a minimum of 30 days' notice for a full refund. Where less notice is given, the school reserves the right to retain part or all the fees.

7. Review of lettings income

- Lettings income will be monitored by the school's bursar and the finance committee and reported through the school's financial reporting to ensure best value is achieved.

8. Application process

- Initial enquiries should be directed to the School Bursar who will confirm availability and indicative costs.
- Prospective hirers complete the Hire Request Form and provide proof of public liability insurance (minimum £5m recommended), safeguarding policy where applicable, and any other documents requested.
- If approved, the school issues a Hire Agreement confirming the area(s), date(s), times, cost, and conditions. No booking is confirmed until the Hire Agreement is signed by both parties and full payment (and any deposit) is received by the date specified.
- Long-term lettings may, at the Headteacher's discretion, be self-supervised by the hirer subject to satisfactory references and verified contact details. A call-out charge applies if a key holder is required.

9. Terms And Conditions of Hire

- Status: The hire is a non-exclusive licence; no landlord-tenant relationship is created. Sub-licensing is not permitted.
- Purpose: The premises may only be used for the purpose stated in the Hire Agreement. Any additional or different use requires prior written consent.
- Control: The school retains control, possession and management of the premises always.
- Health & Safety: The hirer is responsible for the health and safety of those attending during the hire, complying with all applicable laws and school procedures (including emergency evacuation and invacuation).
- Risk assessment: The hirer is responsible for risk assessments relevant to the activities being undertaken and for managing identified risks.
- Capacity: The hirer must observe the published maximum capacities of the hired area(s).
- Insurance: The hirer must hold public liability insurance (minimum £5m recommended) and provide evidence at least 10 days before the hire.
- Licences: The hirer is responsible for obtaining any necessary licences (e.g., PRS/PPL for music, temporary event notices, food hygiene permissions).
- Damage and indemnity: The hirer indemnifies the school for damage to premises/equipment and for third-party claims arising from the hire, except where prohibited by law.

- Cleaning and condition: The hirer must leave areas clean and tidy and remove all equipment brought in. Additional cleaning/damage will be recharged.
- Signage/advertising: No signage or publicity materials may be displayed on site without prior written consent.
- Payment: Fees are payable in advance by the date stated in the Hire Agreement. Failure to pay may result in cancellation.
- Breach: Breach of terms may lead to termination of the licence and retention of fees already paid, without prejudice to other remedies.
- Subsidies: Where income is generated by the hirer the school expects two funded places to be provided to ensure fair access for all. The school will retain the right to select the children for these places.

10. Safeguarding

- The school is committed to safeguarding and promoting the welfare of children. Hirers must comply with the school's safeguarding requirements.
- Where activities involve children or where there is a chance of contact with pupils, the hirer must ensure appropriate safer recruitment and DBS checks for relevant staff/volunteers and provide confirmation on request.
- The hirer must have appropriate safeguarding and child protection policies in place and share these with the school on request.
- Any safeguarding concerns arising during the hire must be reported promptly to the Designated Safeguarding Lead (DSL).
- If the school receives an allegation relating to an activity run by a third party on school premises, the school will follow its safeguarding procedures and inform the Local Authority Designated Officer (LADO) as appropriate.

11. Monitoring arrangements

- This policy will be reviewed annually or sooner if guidance changes. Updates will be shared with the full Governing Board. Implementation and income will be monitored by the Finance & Premises Committee.

12. Complaints

- Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available from the School Office or website, or the hirer's own complaints policy, depending on the nature of the complaint. It will be at the Headteacher's discretion as to which complaints procedure is followed.