William Austin Junior School

Policy for Lettings

1 Rationale

Schools are now responsible for all costs involved in letting the school's premises to other organisations or individuals. There is therefore a requirement for a Lettings Policy to ensure that only appropriate organisations are allowed to hire the premises and that a reasonable return is achieved to make the activity worthwhile to the school.

2 Objectives

William Austin Junior School is an educational establishment, and no activities will be permitted which will disrupt the curriculum of the school and its organisation.

No letting must be in conflict with the aims and ethos of the school.

The Governors are committed to developing close links with the local community; therefore, the use of the school premises by recognised organisations providing recreational and educational activities for children and adults will be encouraged.

3 Principles of the Lettings Policy

3.1 All hirers must state the purpose of the hire. This purpose will be checked and any concerns over its nature reported to the Headteacher before approval is given. The Site Agent will submit an incident report if he suspects that the letting has been used for political purposes not previously authorised by the Headteacher. This report will also include information regarding the dissemination of inappropriate material or other purposes which are reportable under the statutory Prevent guidance or which contravene current legislation in any way.

3.2 Any letting or hire should cover the direct costs incurred (e.g. Site Agent's overtime, heating, lighting, water, cleaning etc) as well as an allowance for wear and tear. In addition, an element should be added to reflect the market price for similar lettings in comparable establishments. When setting charges for all lettings, Governors will be guided by the rates published by the LA.

3.3 Each letting must be accompanied by a booking form signed by both parties, a clause of which must indemnify the school for any damage, howsoever caused. (See Appendix 1)

3.4 Full payment is required in advance of the event. This may be waived at the discretion of the Headteacher in the case of a late booking. When the booking is for a single date, a refundable deposit of £100 may be required to cover damage.

3.5 A "No Smoking" policy, and a ban on alcohol and drugs is in operation throughout the school premises and hirers would be expected to respect and enforce these policies.

3.6 It is the responsibility of the hirer to adhere to all requirements contained within Appendix 2. A copy of this information will be provided at the time of booking (See Appendix 2).

3.7 All adults who use the school premises must take all necessary measures to protect people on the premises from hazards as far as is reasonably practicable.

4 Involvement of the Site Agent

4.1 Lettings are categorised as either "A" lettings, where the site agent is required to be in attendance throughout the letting, and "B" lettings where the site agent is only required to open and close the premises.

4.2 "A" lettings normally apply to the following types of letting:

- Dances and Socials
- Concerts and Plays
- Meetings open to the general public (but not meetings of clubs, local societies and other regular users of the premises)
- Fairs and bazaars
- Private parties
- Where 20 or more classrooms (or equivalent) are in use at any one time.

5 Premises available for letting

a) School Hall
b) Designated classrooms
c) Car Park
d) School Playing Field
e) School Sports Hall

6 Record keeping

An accurate record of all lettings taking place in the school must be kept and must be comprehensive enough to enable auditors to satisfy themselves of the accuracy of payments received by the school in respect of all lettings. This information should be available to the Governing Body on request.

7 Non-school use of the site

Users must fill in an official booking form to cover all meetings. This form is to advise users that they are responsible for their own insurance for their property and for claims which might be made by third parties.

8 Responsibility

The responsibility for implementing this policy is vested with the Headteacher. In the case of any uncertainty about the suitability of an event, the Headteacher may refer the matter to the Governing Body who will make the final decision.

9 Public Liability

All hirers must provide evidence that they have appropriate public liability insurance in place. This insurance must cover all legal responsibilities for accidents leading to injuries including to participants in the activity for which the premises are being hired. The hirer must present the relevant insurance document before the letting can be finalised.

10 Safeguarding children

All external groups, using the school for extended school activities, will be monitored to ensure they have an up to date, effective safeguarding / CP policy in place and adults involved in the activities are up to date with procedures to follow if they are concerned about a child.

All lead hirers and supporting adults must provide evidence of DBS clearance when children are in attendance. A register of DBS numbers will be kept in school. Hirers are responsible for obtaining their own Enhanced DBS clearances and providing details to the school.

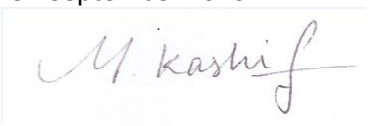
11 Review

The above policy guidelines should be reviewed annually by the Governors.

Policy updated: September 2026

Staff responsible: School Business Manager

This policy was ratified by the Governing body on: 23rd September 2026



Signed on behalf of the Governing Body: (signature)

M. Kashif - Chair of Governors (printed)

WILLIAM AUSTIN
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Appendix 1

Application for use of William Austin Junior School

1. Organisation: _____

2. Lead Person: _____

3. Name and Address: _____

4. Contact Number: _____

5. Accommodation required:

Hall ☐ Sports Hall ☐ Number of Classrooms ☐ Other ☐

If Other state what: _____

6. Date: _____

7. Times: _____

8. Purpose of Meeting: _____

9. Approximate number attending: _____

10. Read and Signed Notes for Hirers? _____

11. Insurance Certificate enclosed? _____

Signed by Hirer : _____ Date: _____

For Office Use only:

Signed: ☐ Paperwork: ☐ Notes:

Dated: ☐ Agreed by PM: ☐

Approved by Headteacher: _____ Date: _____

William Austin Junior School **Appendix 2**

Notes to Hirers

1. Application for use of the premises and the associated paperwork e.g. DBS numbers, Safeguarding/Child protection policy etc. must be submitted to the Headteacher at least 21 days before the date required.

2. Hirers should indicate the purpose of the letting. Please note that the Headteacher will not authorise lettings/gatherings of a political nature, where there will be dissemination of inappropriate material or other purposes that could be reportable under the new statutory Prevent guidance.

3. Hirers should indicate the exact accommodation required, e.g. Hall, Hall and Foyer, Cloakrooms, Toilets etc.

4. The hours of hiring must include time preparing for the event and clearing up afterwards.

5. A lead adult must be appointed by the organisation to take charge of the event, and this will be the person signing the booking form. It is this person's responsibility to ensure that no unauthorised persons attend the event and that the event undertaken does not create a health risk.

6. All hirers must have an up to date, effective safeguarding / Child Protection policy in place and adults involved in the activities are up to date with procedures to follow if they are concerned about a child. Evidence of the policy will be supplied with the booking form.

   Lead and supporting adults must provide evidence of a DBS Enhanced clearance (at the time of booking) when children are in attendance. They must also state their role within the group or association These DBS numbers will be securely kept in school.

7. The hirers shall agree to repay to the school all expenses which may be incurred by them in repairing, making good or replacing any part of the school buildings or the contents thereof which may be lost, damaged or destroyed in consequence of the hirers use of the premises.

8. Cancellation, postponement or alteration of the hire should, where possible, be e-mailed to finance@williamaustin.juniorluton.co.uk no later than 48 hours before the date of booking. If this is not received the hirer will be liable for the full cost.

9. Charges will be paid at least 7 days before the hiring takes place. Any use of the accommodation in excess of that booked will be subject to a supplementary charge based on the Premises Managers time sheet. Arrangements are available to enable hirers using premises on an annual basis to pay by instalments.

10. The charges for hire will be those in force on the date of the hire. If charges are increased between the date of application and the actual date of hire then a supplementary charge will be made.

11. Hirers should note that VAT is not payable on lettings in respect of indoor sports facilities for which the hirer is willing to pay in full in advance.

12. The Site Agent will meet with the Hirer prior to the booking to discuss fire regulations such as escape routes, location of fire extinguishers, fire alarms and exit doors (Appendix 3). Please ensure that the emergency exits are clear of obstructions. The Hirer will make every effort to call the Fire Brigade should fire break out and there is a phone situated in the School Office for this purpose.

13. The School reserves the right to cancel or postpone the use of the premises at any time.

14. The School accepts no responsibility for loss of any article belonging to the organisation or its members at any time.

15. Depending on availability, the Hirer and other adults or visitors attending the letting may use the school's car parking facilities. The school will not be held responsible for any damage, theft, or loss of vehicles left in the car park during the hire period.

16. The premises must not be used other than for the purpose approved by the Headteacher, nor exceed the time or period authorised.

17. It is the Hirer's responsibility to arrange for first aid provisions, which may include ensuring supervising staff are trained in first aid and that a first aid kit is available. In the event of an emergency the Site Agent can be contacted on 07596707403. Alternatively, the Premises Manager can be contacted on 07596746085

18. Hirers must not exceed the numbers of people permitted to attend events in the School Hall, the current figures are:
    - Dining only 160
    - Closely seated audience 240
    - Children seated on the floor 300

_____

_____

_____

_____

Appendix 3

Lettings Induction Form

Organisation name: _____

Event Date & Time: _____

Event Organiser/Contact Person: _____

Phone Number: _____

Health and Safety Induction Checklist

Please confirm that you have been informed of the following safety protocols by ticking the relevant boxes:

1. Fire Exits

- I have been shown the location of fire exits ☐
- I understand the emergency evacuation procedures ☐

2. Assembly Point

- I have been informed of the designated assembly point in case of an emergency ☐

3. Lockdown Procedure

- I have been briefed on the lockdown procedure ☐

4. First Aid

- Will a qualified first aider be present during the letting? YES/NO

5. Additional Notes or Comments:

Signature of Event Organiser:

By signing below, I acknowledge that I have been briefed on the above procedures and confirm that I understand my responsibilities during the event.

Signature: _____ Date: _____