



# Archbishop Temple

## Church of England High School

# Lettings Policy

Policy Leader	School Business Manager
Last Updated	October 2023
Approved by the Governing Body/Board	October 2023
<b>Date to Review</b>	<b>October 2024</b>

**Name of Policy:** Lettings Policy

**Sub-Committee Responsible:** Resources Committee

**Lead Responsibility in School:** School Business Manager

**Source of Policy: (Please tick)**

- ☐ **LA:** X
- ☐ **Diocesan:**
- ☐ **School:**
- ☐ **Other – Please specify:**

This policy supports our work as a Church school as summarised in our Vision Statement:

**Purpose**

Archbishop Temple School seeks to care for young people and prepare them well for adulthood, valuing the whole person.

**Mission**

Through our faith in God, Father, Son and Holy Spirit, we strive to nurture each person's ability, gifts and talents so that they can 'have life and have it to the full' (John 10:10) and use it in the service of God and other people.

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
6. A Letting Application / Indemnity Form, Appendix A, must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. On approval a hirers agreement, Appendix B, must be signed and copies retained by the school and hirer. For long term lettings application forms will be reviewed annually.
7. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting).
8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. The hirer is responsible for ensuring that DBS checks have been/are undertaken where appropriate.
11. Arrangements for the payment of each letting will be made in advance with the hirer concerned: Charges will be reviewed annually (Appendix C refers).
12. Smoking is not allowed on the premises in line with school policy.
13. Alcoholic drinks:
  - An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
  - No alcohol is to be stored or retained on the premises when pupils are in school.



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**USE OF SCHOOL PREMISES  
 LETTING FORM**

**Name of Organisation:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**Telephone No:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Name, Address and Email of Person to be invoiced:**

**Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Details of Letting:**

**Day / Dates Required:** \_\_\_\_\_

**Accommodation Required:**

TYPE OF ACCOMMODATION	Tick if Required	Number of People	Day / Dates Required	TIME REQUIRED	
				From:	To:
Classroom - Number Required:					
* Assembly Hall / Dining Hall					
Arts Theatre – Theatre Room					
*Sports Hall Whole / Half					
*Netball / Tennis Courts					
Grass Pitches					
Fitness Suite					
<b>ADDITIONAL REQUIREMENTS</b>					
Changing Room only					
Changing Room & Shower					

\* Please delete as appropriate

## LETTING FORM (continued)

Please give details of any additional needs, including disabilities and special requirements:-

.....  
.....  
.....  
.....

Is the letting for a commercial nature? *(please detail)*

.....  
.....  
.....  
.....

Will the general public be admitted? YES / NO *(please delete as appropriate)*

Give details .....

.....

Details of admission charges: £ .....

Is copyright music to be used? YES / NO *(please delete as appropriate)*

Give details .....

.....

Will the use of the piano be required? YES / NO *(please delete as appropriate)*

Give details .....

.....

Is alcohol to be served / sold? YES / NO *(please delete as appropriate)*

*(Please forward a copy of the license with this Letting Form)*

Do you intend to use additional electrical equipment? YES / NO *(please delete as appropriate)*

Give details .....

.....

Is the electrical equipment maintained and tested in accordance with legislation?

YES / NO *(please delete as appropriate)*

Give details .....

.....

Do you have adequate Indemnity / Public Liability Insurance Cover with a minimum limit of £5 million?

YES / NO *(please delete as appropriate)*

*(Please forward a copy of Insurance Cover with this Letting Form)*

## LETTING FORM (continued)

Do you have the appropriate required Certification for the activity / event to take place in accordance with legislation and the appropriate bodies?

YES / NO *(please delete as appropriate)*

*(Please forward a copy of relevant Certification with this Letting Form)*

Do you have a completed Risk Assessment for the activities to be undertaken?

YES / NO *(please delete as appropriate)*

*(Please forward a copy of the Risk Assessment Documentation)*

**Please Note:**

Any completed Risk Assessment will need to be amended to make Site Specific and resubmitted on confirmation that the letting has been accepted.

You will not be allowed to use the premises until all the required documentation has been received.

I confirm that I have completed the Letting Form accurately, have read all the attached documentation and agree to check the premises before each session in accordance with issued documentation (to be issued on successful application)

**Memorandum of Agreement and Indemnity:**

In consideration of the School Governors granting me/us the use of the aforementioned premises, I/we agree to pay to the School Governors the prescribed hire charge and to replace or pay to the School Governors the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the School Governors give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the School Governors against all action, costs, claims and demands arising out of accidents and/or loss which may occur of the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the School Governors.

I / we will ensure that I / we have the appropriate supervision, first aid cover and that necessary first aid and safety equipment is provided for the activity.

Name: .....

Signature: ..... Date: .....

**The hirer**

- Must complete a Lettings Application / Indemnity Form noting that for long term lettings, application forms will be reviewed on an annual basis.
- Must be adequately insured (with a minimum of £5m public liability insurance) and provide copies of the relevant insurance documents: Archbishop Temple School does not have a legal liability to deal with claims for injuries resulting from a pure accident and for which no blame can be attached to the school.
- Will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the Highway or any playgrounds.
- Must be familiar with the use of equipment as required.
- Shall not use the premises for any other purpose than that which the letting was agreed, nor sub-let facilities to any other party, without prior written consent from the school.
- Shall be responsible for leaving the premises in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. Should any additional cleaning be required after the letting, the hirer will be charged at the current rate.
- Shall be responsible for complying with legal requirements on admission of persons to the premises during the letting and for obtaining any necessary licences and consents not covered by those obtained by the school.
- Shall indemnify the Governing Body against all losses, claims, demands, actions, proceedings, damages to costs arising in any way from the letting or by breach of any conditions of letting by the hirer.
- Shall not display slogans, flags or advertising on school premises without permission from the school.
- Must ensure that any lighting or electrical appliances connected to the mains supply of the premises shall be properly insulated and that electrical plugs or sockets are not overloaded.
- Must ensure that scenery and costumes used are fireproofed.
- Must be willing to meet with school officials and provide details of their aims and objectives.
- Must complete a Safeguarding Responsibilities, where applicable.
- Must comply with health and safety legislation and provide risk assessments as appropriate.
- Ensuring that DBS checks have been undertaken where appropriate.

- Must not allow smoking on the premises in line with school policy.
- Must make a record of any accidents/injuries/near misses and provide the school with details as soon as practicable.
- Must inform the school of any damage or breakages which occurred during the hire and accept responsibility for any additional costs which may be incurred as a result.
- Note that in respect of alcoholic drinks -
  - a) A temporary event licence must be obtained where appropriate. The hirer is responsible for conducted bar sales etc. The cost of this licence will be borne by the hirer.
  - b) No alcohol is to be stored or retained on the premises when pupils are in school.

**In addition:**

- Bolts, nails, screws, bits, pins, spikes or other objects must not be driven into the fabric or furnishings of the premises. Articles must not be fixed to the wall and there must be no structural alterations.
- Exits must be kept clear and chairs or obstructions must not be placed in corridors.
- Fire appliances must not be removed or tampered with and the hirer must ensure that they are aware of the location of firefighting equipment and that users of the premises are aware of the locations of emergency exits.
- If the hiring includes the use of the school kitchen, the hirer shall comply with such conditions as the Governing Body may prescribe at the time of the hiring.

**Hirer:**

I have read the above and hereby agree to the terms and conditions:

Signed: ..... Date .....

Print Name: .....



## Archbishop Temple Church of England High School

### Lettings Charges

All charges made in respect of hiring school premises /facilities must cover all variable costs of the hire and make a relevant contribution towards the school's fixed costs.

Charges will be agreed with the hirers in advance of the hire taking place.

The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered although the Governing Body have the authority to facilitate community use at a reduced rate. Charges will be reviewed annually by the Governing Body.

Grass pitches, Astro	£40 per hour
School Hall, Sports Hall	£40 per hour / £100 per day
Badminton Court	£9.50 per hour
Drama Studio	£25 per hour
Classrooms*	£25 per hour

Prices are inclusive of VAT at 20%

A discretionary discount of 10% will be available for high volume use.

Charges for charitable/good causes will be based on the recovery of additional costs only.

\*Only available when booking School Hall OR for bookings prior to 6pm (finish).

(Signed)\_\_\_\_\_Dated \_\_\_\_\_  
(Headteacher)

(Signed)\_\_\_\_\_Dated \_\_\_\_\_  
(Chair of Resources Committee of the Governing Body)