

Ashton Community Science College

Lettings Policy

Version Control

Named Owner:	Miss A Tannock
Version Number:	7.00
Date Of Creation:	June 2012
Last Review:	30 th September 2025
Next Scheduled Review:	30 th September 2026
Overview of Amendments to this Version:	No changes since September 2024

Ashton Community Science College

Lettings Policy

With effect from the 1st May 2021, Ashton Community Science College lettings is managed by the School all of which follow the policy.

The focus for the lettings policy is to actively encourage the use of the school facilities. The principles of the lettings policy are as follows:

1. The Governing Body welcomes community use of the school buildings but reserves the right to refuse any letting at its discretion.
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. An online Letting Application / Booking request must be completed by all applicants. The application, if approved by the school, will be returned to the hirer, electronically. For long term lettings application forms will be reviewed on an annual basis.
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 online application.

9. All hirers must comply with health and safety legislation and the lettings policy.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
11. Payment must be made in advance to the booking, by the hirer via the online booking application.
12. Smoking is not allowed on the premises in line with school policy.
13. Alcoholic Drinks –
 - a. A temporary events notice with / without alcohol must be obtained where appropriate.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school.
14. The school will be mindful of the [Lettings guidance](#) issued by Lancashire County Council and are available for reference on the school portal.
15. In general, the lettings of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT. Although there are exemptions under certain circumstances such as:
 - A. The bookings are for at least 10 sessions
 - B. The interval between the sessions is not less than 1 day and no more than 14 days apart
 - C. The bookings are all for the same activity
 - D. The whole series is to be paid for monthly
16. 3G all-weather facility – appropriate footwear must always be worn:
 - Use plastic-studded footwear only (no metal studs).
 - Do not use blades, dimpled or flat soled shoes
17. For the duration of the letting, the hirer must ensure a first aid kit is provided.
18. The Hirer undertakes either to make good or to reimburse the Premises for the cost of making good (as the Premises directs) any damage to the Premises caused by the Hirer, their staff, visitors or clients and the Hirer indemnifies the Premises for all damage and loss suffered as a result of the hiring.
19. If the Premises hired are left in a state which requires additional cleaning above that normally allowed, the Hirer may be subject to an additional charge.

20. Payment Methods Stripe Card payment (log-in details will be sent during the booking process) Click on an invoice and then click on the Stripe button at

the bottom. Follow the online instructions. If you decide to save your card details to pay again in future, you will be asked to give a mobile number and verify a code that is sent to you by text. The details will then save, and you will be able to pay even quicker on your next invoice.

21. Cancellation policy

- The school reserves the right to cancel a booking at any time without notice and without assigning any reason but would endeavor to give as much notice as possible.
- In such circumstances, the school will accept no liability for loss incurred as a result of the cancellation, but undertakes to refund any payment made, or re-arrange the booking.
- In the event of the hirer wishing to cancel a one-off booking, then a minimum of 7 days' notice must be given. If less than 7 days' notice, the school reserves the right to keep up to 50% of the cost of the booking.
- In the event of the hirer wishing to cancel a block-booking (being a booking with 10+ sessions), then the same terms apply, however if more than 3 cancellations of sessions within a block-booking are made within any 3 month period, the school reserves the right to refuse any further changes to the hirer's booking(s), actioning no further refunds for cancelled sessions.