



# Lettings Policy

## Statement of Intent

The Poppy Academy Trust is committed to improving the life chances of all our children. We will nurture a passion for learning to enable them to thrive in an ever-changing world.

We have shared values across the Trust which we teach explicitly and throughout the curriculum to the children. At our Church schools, these values are rooted in our Christian ethos and distinctive Christian character.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

<b>Lettings Policy</b>	
Written by:	Clare Sauve
Date:	15.5.2025
Approved by:	PAT Resources Committee
Date:	8.7.2025
Review frequency:	Every 3 Years
Target Audience:	All stakeholders

Our Local Governing Bodies are dedicated to the promotion of high standards of educational achievement. We are committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

## Introduction

The Poppy Academy Trust board is keen to hire out school premises and grounds for the benefit of the community and as a means of raising additional funds for the trust, as long as this does not interfere with the trust's primary purpose of providing a high quality education to its pupils.

This policy sets out the facilities available, associated hire charges and responsibilities of the schools and users when school premises are hired.

It is the policy of the trust to authorise lettings to:

1. Local community groups and associations.
2. Individual members of the community for children's parties, social events or activities
3. Commercial organisations

Only lettings that are of a nature consistent with the ethos of the trust will be accepted. The trust will not let the premises to any organisations or person(s) that encourage racial discrimination and/or disharmony between persons of different racial groups or are otherwise involved in activities prejudicial to good race relations and strong communities.

Lettings that interfere with school activities will not be accepted. Lettings during the school day are not considered appropriate and will not be authorised, with the exception of making the school available for electoral purposes if required to do so.

Normally, lettings must end by 10.30 pm. However, special extensions to this time may occur with the authorisation of the Headteacher/ Head of school or governors of the school.

When deciding on whether or not to accept a letting, consideration should be given to the following:

- The likelihood of any damage being caused to the premises, or neighbouring premises and any nuisance that may arise as a result of the booking
- The interference with school activities
- The availability of facilities and staff
- The school's health and safety and child protection policies
- Specific health and safety issues with regard the number of users, qualification of instructors, type of activity, etc.
- The appropriateness of the hiring

The authorisation of lettings is delegated to the School Business Manager, who shall consult the Headteacher in cases of doubt. The school has the right to refuse any booking that is deemed inappropriate.

The school reserves the right to require a reference from another school or other reputable hirer before any booking is accepted.

## Facilities Available

Fair Field Junior School will permit the hire of the following areas:

- The school hall
- The playing fields/ football pitches
- Classrooms

St John's Infant and Nursery School will permit the hire of the following areas:

- The school hall
- The playground
- Classrooms
- Library
- Dining Hall

Watford St Johns will permit the hire of the following areas:

- The school hall
- Classrooms
- Studio
- DT Room
- Rooftop Playground

## Hire Charges

The Board of Trustees has delegated authority for the setting of hire charges to the Resources Committee. These charges will be reviewed and agreed regularly.

The Trustees recognises their responsibility to ensure that public funds provided for the education of pupils are not used to subsidise lettings. Lettings will be charged at rates that cover all costs (including utility costs and wear and tear) and provide a reasonable profit margin.

The rates for hiring out different areas are listed in Appendix 1. 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.

## 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 trust 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 10 days' notice for occasional bookings or one month's notice for block bookings. If less notice than this is given, the hirer shall not be entitled to a refund.

## Review

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

## Lettings Administration

Administration of lettings is delegated to the School Finance Team and if we have one in post Lettings Assistant, all of whom will act within the framework of this policy document. Those wishing to hire the premises should complete the Hire Request Form, read the Terms and Conditions of Hire and submit their request to the Finance Office. Approval of the request will be determined by the School Business Manager.

If the request is approved, a Lettings Agreement will be completed and the school Finance Team will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. The Finance Team will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will need to provide proof of their public liability insurance, unless they are an individual hiring the premises for a private function.

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, reputational damage may occur, or the activity does not adhere to the latest government advice.

No lettings will be permitted unless:

1. The hirer has completed and signed the Letting Agreement Form, providing details of the letting and confirming acceptance of the Terms and Conditions of Hire.
2. The School Business Manager or School Finance Assistant has signed the Letting Agreement, confirming acceptance of the hire.
3. The hirer has paid the required deposit and letting charges.

## School Responsibilities

For the duration of the letting period the school will be responsible for ensuring:

- All clubs and commercial hirers have a minimum of £2M public liability insurance.
- There are adequate means of escape in the event of an emergency and that emergency exits, fire extinguishers and alarm points are not obstructed.
- The emergency evacuation procedure is known by hirer.
- The provision of safe equipment and premises.
- Adequate heating, lighting and welfare facilities are provided.
- The contact number of a member of staff available to deal with any issues is provided to the hirer.
- Arrangements are in place to ensure security of premises at the end of the letting period.

- Facilities are used in a responsible manner which does not compromise the safety of users or the premises or equipment.

## **Hirer Responsibilities**

The hirer must ensure that:

- The Terms and Conditions of Hire are adhered to at all times.
- There is adequate supervision.
- No school equipment is used other than that specified on the Lettings Agreement.
- They are familiar with emergency procedures / equipment i.e. fire extinguishers, alarms, telephone, and first aid etc.
- Parking is restricted to designated areas, leaving access for emergency vehicles etc.
- The facilities are used in a responsible manner which does not compromise the safety of users of premises or equipment.

## Appendix 1 : Hire Charges

### Radlett Hire Rates

	School Club or Charity**		Other	
	Occasional Booking	Regular* Booking	Occasional Booking	Regular* Booking
School Hall	£25 per hour or £100 per day:	£20 per hour or £75 per day	£55 per hour or £220 per day	£45 per hour or £180 per day
Classrooms/ Library/ Dining Room	£15 per hour,	£15 per hour	£40 per hour	£30 per hour
Football Pitch (Fair Field Junior Sch)	£20 per hour	£15 per hour	£45 per hour	£40 per hour
Playground (St John's Infant Sch)	£20 per hour	£15 per hour	£45 per hour	£40 per hour
St Johns Radlett Birthday 3 hour Party Hire – Hall & Dining Room			£120 for 3 hour hire, additional time/ late finish charged at £45/ hour.	

## Watford St Johns Hire Rates:

	School Club (3:15-4:30) or Charity**		Other	
	Occasional Booking	Regular* Booking	Occasional Booking	Regular* Booking
Hall	£20.00 per hour £27.50 per hour (Saturday) £33.00 per hour (Sunday)	£18.00 per hour £25.00 per hour (Saturday) £30.00 per hour (Sunday)	£45.00 per hour £55.00 per hour (Saturday) £60.00 per hour (Sunday)	£30.00 per hour £45.00 per hour (Saturday) £50.00 per hour (Sunday)
Classroom	£15 per hour	£13.50 per hour	£18 per hour £20 per hour (weekend)	£15 per hour £18 per hour (weekend)
Library/DT Room	£15 per hour	£10 per hour	£18 per hour	£12 per hour
Studio	£18.00 per hour £24.00 per hour (weekend)	£15.00 per hour £22.50 per hour (weekend)	£25.00 per hour £30.00 per hour (weekend)	£22.50 per hour £25.00 per hour (weekend)
Rooftop playground (children only)	£20.00 per hour	£18.00 per hour	£25 per hour	£22.50 per hour

\* The hire classifies as “regular” if 5 or more sessions are booked.

\*\*The school club or charity must be for the benefit of our children within the Poppy Academy Trust



All hiring fees include the use of toilet facilities.

A day rate is from 9am-5pm – Additional time will then be charged at the hourly rate

A concessionary rate may be applied when a service significantly benefits the school. This decision is at the discretion of the Headteacher.

The following additional charges may be levied in accordance with the Terms and Conditions of Hire (see Appendix 2):

- A cancellation charge, should the booking be cancelled at short notice
- A penalty sum to cover the costs of any repairs or cleaning required



## Appendix 2: Letting Agreement

### Poppy Academy Trust Letting Agreement

**School Name:**.....

#### Hirer Details

Name of Hirer:	
Address of Hirer:	
Contact phone numbers:	
Name of organisation (if applicable):	
Nature of function / activity:	
Approximate numbers attending:	
Dates required:	

#### Facilities Required

Facility to Hire	Start Time of Hire	End Time of Hire	Charge
Total charge per session:			
Deposit required:			
Deposit due by:			



**Signatures**

Hirer:

I wish to apply for use of the facilities specified and have read the Terms and Conditions of Hire, which I agree to abide by.

I agree to pay the deposit within 5 days and the balance in full in line with the payment terms set out in the Terms and Conditions of Hire.

I confirm that I have adequate insurance cover in place, if appropriate, for the activity to be carried out and will provide a copy to the school. No hire can take place without evidence of insurance.

I am over 18 years of age.

Signed ..... Date.....

Name.....

Name and address of the person to whom the invoice should be sent, if different to overleaf:

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Poppy Academy Trust:

I agree to let the facilities specified in accordance with the Terms and Conditions of Hire.

Signed (School Business Manager/ Finance Assistant) .....

Date.....

Name.....

For office use only:

Deposit Received (£) ..... Date..... Received by.....

Balance Received (£)..... Date..... Received by.....



## **Appendix 3: Terms and Conditions of Hire**

These terms and conditions must be fully complied with. Failure to do so may result in the termination of the Letting Agreement.

### **LETTING FEE**

The fee payable for the hiring is that stipulated on the Letting Agreement between Poppy Academy Trust and the hirer. Poppy Academy Trust reserves the right to review and alter their hiring charges on an annual basis, but will give at least four weeks' notice of any increase to the hirer.

A deposit must be paid within five days of completing the Letting Agreement in order to secure the booking.

For one-off or occasional events, all outstanding amounts must be paid no later than ten days prior to the event.

For block bookings, Poppy Academy Trust will invoice the hirer monthly in advance and payment must be made within fourteen days of the invoice.

Where a hirer books a facility for a series of events, they must submit the dates and times they require one term in advance, or a minimum of four weeks prior to the first letting.

### **CANCELLATION**

Poppy Academy Trust reserves the right, to give at least seven days' notice of cancellation on a specific day should a facility be required by the school, for example for parents evening or a school play. In exceptional circumstances, such as emergency maintenance of the building, Poppy Academy Trust reserves the right to cancel the event with twenty-four hours' notice.

In the event of such a cancellation, Poppy Academy Trust shall not incur any liability whatsoever to the hirer other than the return of any fee in respect of the hiring.

The trust reserves the right to cancel any letting without notice if it feels the event would bring the trust into disrepute.

In the event of the trust needing to cancel an agreed letting, the trust will not be liable for any claim for compensation (financial or otherwise) other than the return of any fees paid.

For occasional bookings, the hirer shall give at least ten days' notice of a cancellation. In this case, the charge will be refunded in full apart from a small administration fee. Where notification of cancellation is given less than ten days prior to the arranged date of the letting, the hirer will not be entitled to any refund.

For block bookings of a term or longer, the hirer must give at least one month's notice in writing of a cancellation. Shorter periods of notice may be mutually agreed.



## **INSURANCE**

Where the hirer is a registered organisation (commercial organisation or charity), they must have their own public liability insurance of at least £2,000,000, and Poppy Academy Trust reserves the right to request cover of at least £5,000,000 for certain activities. Evidence of such public liability insurance must be provided before the letting can be agreed.

Poppy Academy Trust shall not be responsible for any injury to persons or damage to property arising out of the letting of the premises. The hirer shall indemnify Poppy Academy Trust against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

Where the hirer is an individual using the hall for a party or other gathering there is no expectation that they will have their own insurance cover. In this case, the school's membership of the DFE's Risk Protection Arrangement will provide the necessary cover.

## **LICENCES**

The hired premises shall not be used for the sale or supply of alcohol or for any public entertainment purposes without the prior consent of the Headteacher/ Head of School, and such consent shall be subject to the hirer obtaining the necessary licences required under current legislation and providing a copy to the school.

The hirer shall indemnify Poppy Academy Trust against any infringement of copyright that may occur during the hiring.

## **ACCESS**

The hours of usage are as detailed on the Letting Agreement, and should include adequate time for set-up and clearing away.

The hirer is to confine his/her activities to the areas hired and is not to use any other part of the premises, except as is necessary for access purposes.

## **FURNITURE AND EQUIPMENT**

The hirer's use of the hired premises shall be deemed to include the use of chairs and tables in the hired area only.

Where additional furniture or equipment is required by the hirer, this must be agreed with the school in advance of the letting and may be subject to an additional charge.

The hirer is responsible for returning any furniture and other moveable equipment to its original position at the end of the hire.

The hirer shall obtain the Headteachers's/ Head of School's permission to bring any additional apparatus or equipment on to the school premises. Where permission is granted, the hirer warrants that any such equipment is in good working order and has been suitably tested in accordance with



the Portable Appliance Testing (PAT) regulations or any other such regulations that govern the use and maintenance of the equipment.

## **HEALTH AND SAFETY**

During the period of hire, 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. Responsibilities include:

- Ensuring that the permitted number of persons using the hired premises is not exceeded.
- Conforming to relevant Health and Safety regulations and following any instructions given by the School staff.
- Familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the exit routes.
- Compliance with the Food Safety Act where catering facilities are involved.

## **CONDITION OF PREMISES**

No nails, tacks, screws, or other like objects shall be driven into any part of the hired premises.

No alterations or additions to any electrical installations may be made without the prior consent of the Headteacher/ Head of School. Any electrical equipment must be switched off after use and plugs removed from sockets.

The hirer is responsible for the protection of the premises from damage and for ensuring that all areas are left clean and tidy, as found. If this is not the case, the hirer will be charged a penalty sum to cover the costs of any repairs or cleaning required. The hirer should provide their own products for cleaning down the areas after use and their own bin liners to remove all rubbish from the premises.

## **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 as detailed in the following document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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 Alice Aharon through [admin@stjohnsradlett.herts.sch.uk](mailto:admin@stjohnsradlett.herts.sch.uk) or [admin@fairfield.herts.sch.uk](mailto:admin@fairfield.herts.sch.uk) or [office@watfordstjohns.org](mailto:office@watfordstjohns.org) 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).

## **PREPARATION OF FOOD AND DRINK**

The hirer may only use the kitchen area if it is stipulated in the Letting Agreement. If this is included, the hirer will:

- Meet with the catering representative in advance of the letting to understand and agree any restrictions on its use
- Ensure that the area and equipment is cleaned to standards appropriate for a commercial kitchen
- Ensure that all that all food and food waste is cleared away at the end of the hire.

The hirer may not store or serve any alcoholic drinks on the school premises without the previous consent of the Headteacher/ Head of School.

## **CAR PARKING**

On a weekday up to 6.30pm parking facilities on the school site are only available for school staff and not for parents of pupils attending lunchtime or after school clubs. All other visitors should be advised to park responsibly on the surrounding roads in a manner that will not disturb local residents.

After 6.30pm on a weekday or on the weekend, the staff car park is available for parking.

The school is not responsible for the safety of vehicles or their contents.

## **GENERAL**

Smoking is not permitted anywhere within the school premises or grounds.

Animals (other than guide dogs) are not permitted within the school premises or grounds.

Alcohol must not be consumed or brought onto the school premises or grounds without the consent of the Headteacher/ Head of School.

The hirer is responsible for the good behaviour of all participants during the hire and ensure that the noise level of their event does not interfere with other activities in the building or cause a nuisance to local residents.

The hirer is responsible for ensuring that the hired premises are vacated promptly and quietly at the end of the hire.

No advertisements, emblems or slogans shall be displayed inside or outside the school premises without the prior consent of the Headteacher/ Head of School.



Poppy Academy Trust staff will maintain right of entry to the school at all times.

The hirer shall not sub-let the hired premises or any part thereof and in the event of this condition being breached then the hiring will stand cancelled, the charges forfeited and the hirer and sub-hirer excluded from the hired premises.

The hirer shall not use the premises for any purpose other than that agreed upon in the lettings agreement, as set out in the lettings agreement.

Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the lettings agreement.

The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises

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.