

GILBERT INGLEFIELD ACADEMY



LETTINGS POLICY

Date of Review:	May 2025
Approved by Resources Committee:	June 2025
Next Review Date:	May 2026
Staff responsible:	School site agent Head Teacher

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DEFINITIONS

In this Lettings Policy document:

- Gilbert Inglefield Academy is referred to as “the School”.
- The Application Form for the Use of the School Premises is referred to as “the Application Form”

INTRODUCTION

This Lettings Policy document is in four sections.

Section A – School Lettings Policy

This section is primarily to ensure that the School is satisfied that issues such as insurance, licences, charges, times and conditions are clearly understood and complied with by all parties.

Section B – Application Form

The Application Form, completed by the hirer in duplicate, covers all the details needed to make a booking and to ensure that both parties understand what the letting involves.

Section C – Condition of Hire

This section covers the terms and conditions of hire. It should be given to every potential hirer with the Application Form and must be agreed by the hirer before a letting can be approved.

Section D – Charges

This section details the relevant charges for hiring the School premises and should be given to every potential hirer with the Application Form. The charges must be agreed by the hirer before a letting can be approved.

STRATEGY

The School values links with the local community and is keen to develop and enhance those links.

The School adopts an equal opportunities policy and will give sympathetic consideration to all reasonable applications by any group, association, club or individual. However, the School will need to be satisfied that the proposed use will not create subsequent problems relating to premises, equipment or reputation.

The fundamental principles which will determine whether to proceed with a letting are:

- a) the letting must not pose a real or potential threat or hazard to:
 - The security of the School, its fabric and its contents
 - The health and safety of the pupils, staff and visitors to the School
 - The ethos, values and reputation of the School
- b) The letting must not impede or prevent the staff of the School from discharging their everyday/contractual duties and responsibilities or disadvantage the children of the School.

ORGANISATION AT SCHOOL LEVEL

1. Head Teacher / Chair of Governors

The Head Teacher has overall responsibility for all matters related to lettings in the School and will review the lettings charges on an annual basis.

2. School Site Agent

The School Site Agent has been designated to act on lettings matters.

SECTION A – SCHOOL LETTINGS POLICY

FACILITIES, CAPACITY AND AVAILABILITY

The School facilities available for lettings by organisations only include:

- hall and foyer
- library
- food technology block
- sports hall
- field/MUGA and outside toilets
- car parking
- classrooms

The absolute maximum capacity of the premises, including performers and audience is

- 120 persons seated at tables and chairs
- 200 persons close seating or dancing

The School facilities listed above are normally available for lettings, extendable by the Head Teacher only in exceptional circumstances between the following times:

- weekdays 6.00 p.m. to 10.00 p.m.
- Saturdays 9.00 a.m. to 1.00 p.m.

The School does not have a public entertainment licence.

APPLICATION TO HIRE

An organisation wishing to hire the School must complete in duplicate and submit to the School the Application Form (Section B) and the Conditions of Hire agreement (Section C) (see pages 6 - 9) at least fourteen days prior to the date of intended use.

Each application which satisfies the Lettings Policy will be subject to the Head Teacher's approval.

The School site agent will check that the following information is shown on each completed Application Form:

- the cost of the letting
- the dates and times of the letting
- hirer's signature

The School Business Manager will retain one copy of the Application Form and Conditions of Hire agreement in the School Lettings File and the other copy will be returned to the hirer duly signed by the Head Teacher. The hirer will be invoiced and a record kept of each transaction.

CHARGES

The lettings charges detailed in Section D of this document also cover the costs of the site agent's time, heating, lighting, and normal wear and tear.

The charges will be subject to annual review by the School, which reserves the right to change them at any time.

INSURANCE

All hirers must provide proof of public liability insurance for a minimum insured sum of £5 million against fire, theft and criminal damage.

PERFORMING RIGHTS

The hirer must obtain permission from the publisher for any performance of music, musical, opera or stage play. The borrowing of music scores or plays from a library does not constitute permission to perform, it is illegal to photocopy music or plays without the written permission of the copyright holder, and any infringement by the hirer may lead to prosecution.

ALCOHOL

If alcohol is to be served or sold on the School premises at an event by the hirer it is the hirer's responsibility and duty to obtain an alcohol licence from the local authority for the event and to provide the School with written evidence of such a licence.

If alcohol is served or sold on the School premises, it must be consumed on the School premises. The area where alcohol is served or sold ("the Bar") must be clearly marked as out of bounds to persons under 18 years or age and it should be attended at all times.

SMOKING

Smoking is not permitted in any of the School premises.

AVAILABILITY OF PREMISES

There may be occasions when, for reasons outside the School's control, the School facilities become unavailable. In such circumstances, the School will use its best efforts to contact the hirer as quickly as possible to advise the hirer of the situation.

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SECTION B – APPLICATION FORM

Name of Applicant											
Name and Address of Organisation / Club											
Address for Correspondence											
Telephone Number - Daytime:	Evening:										
Please tick School premises required											
Hall space / foyer <input type="checkbox"/> Library <input type="checkbox"/> Classrooms (number __) <input type="checkbox"/> Food Technology <input type="checkbox"/> block	Sports Hall <input type="checkbox"/> Field/MUGA <input type="checkbox"/> Toilet facilities for outdoor booking <input type="checkbox"/> Car parking <input type="checkbox"/>										
Purpose of hire <table border="1" style="float: right; margin-right: 10px;"> <tr> <td colspan="2">Numbers attending:</td> </tr> <tr> <td colspan="2">Alcohol to be served / sold?</td> </tr> <tr> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Alcohol licence obtained?</td> </tr> <tr> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>		Numbers attending:		Alcohol to be served / sold?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Alcohol licence obtained?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Numbers attending:											
Alcohol to be served / sold?											
Yes <input type="checkbox"/>	No <input type="checkbox"/>										
Alcohol licence obtained?											
Yes <input type="checkbox"/>	No <input type="checkbox"/>										
Date(s) required											
Times: from _____ o'clock to _____ o'clock											
Details of public liability insurance (policy number / insurance company)											
Any other relevant information											
I / we apply to use the School's facilities as indicated above. I / we agree the Conditions of Hire (over page) which I have signed. I / we undertake to pay the charges (and damage deposit if relevant) as set out in the Table of Charges a copy of which has been given to me/us.											
Signed _____ (Hirer) Date _____											

OFFICE USE ONLY

Facilities available		Alcohol licence	
Charge rate		Head Teacher consulted	
Cost to hirer		Date approved	
Damage deposit		Approval number	
Insurance checked		Head Teacher signature	
Performing rights licence			

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Purpose of hire <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Numbers attending:</td> <td style="width: 40%;">Alcohol to be served / sold?</td> </tr> <tr> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Alcohol licence obtained?</td> </tr> <tr> <td colspan="2">Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> </table>		Numbers attending:	Alcohol to be served / sold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Alcohol licence obtained?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
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Performing rights licence			

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SECTION C – CONDITIONS OF HIRE

1. A potential hirer wishing to use the School must fill in the Application Form in duplicate and accept these Conditions of Hire and the Table of Charges. The completed Application Form must be returned to the School at least fourteen days prior to the date of intended use.
2. All hirers are required to provide proof of public liability insurance for a minimum cover of £5 million.
3. For “one off” private lettings, an additional damage deposit of £100 must be deposited with the School before the letting takes place.
4. Permission must be obtained by the hirer from the publisher for any performance of music, musical, opera or stage play.
5. If an application by a hirer satisfies the School’s letting policy and is otherwise acceptable the Head Teacher will approve the letting.
6. The serving and sale of alcohol is only allowed on the School premises at an event if
 - a. the hirer has successfully applied for an alcohol licence from the local authority for the event and
 - b. the alcohol is consumed on the School premises and
 - c. the area where alcohol is served or sold (“the Bar”) must be clearly marked as out of bounds to persons under 18 years of age and it should be attended at all times.
7. The School facilities are normally available to hirers between 6.00 p.m. and 10.00 p.m. on weekdays and 9.00 a.m. and 1.00 p.m. on Saturdays.
8. Smoking is not permitted on the School premises.
9. The charges for hiring the School facilities and the damage deposit requirement are made according to the School letting policy.

Signed: _____ (hirer) Date: _____

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Signed: _____ (hirer) Date: _____

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SECTION D – LETTING CHARGES

The following charges apply for the use of the School premises.

TABLE OF CHARGES

Facility	Standard Hourly Rate	Frequent Hirer
Hall & Foyer	£25	£20.50
Classroom - Standard	£14.50	£12.00
Classroom - Specialist (<i>Food Technology room, DT Workshop, Music Room, Art Room</i>)	£23.00	£19.00
Library	£18.00	£14.00
Sports Hall	£40.00	£30.00
Field	£26.50	£20.50
MUGA	£20.50	£18.00
Toilet Access for outside booking	£28.00	£25.00
Cleaning Fee	£22.50	N/A

Damage Deposit

For “one off” private lettings, an additional damage deposit of £100 must be deposited with the School before the letting takes place. If no damage is sustained then the damage deposit will be returned to the hirer within one week of the event taking place.

If damage occurs then the damage deposit will be retained pending the School obtaining two independent estimates for repair costs. The cost of the most reasonable estimate will then be deducted from the damage deposit and the balance of the damage deposit (if any) will be returned to the hirer.