

Lettings Policy



Annotation Key for this Document

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Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use.

The Governing Body welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. The Governing Body acknowledges that extended services, including community services, support and compliment the main teaching and learning activity within the school and contribute towards raising standards. However, we would ask that partners note that schools, by their very nature, may be more constrained than many other organisations in responding to lettings requests. Lettings are not available at weekends.

A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement.

1 Definition of Letting

A letting may be defined as *“any use of the school premises (buildings and grounds) by either a community group, or a commercial organisation “.*

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings, out of school hours learning / study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school and would not be deemed a letting.

2 Charges for Letting

The Governing Body is responsible for setting charges for the letting of the school premises. A charge may be levied in order to cover the following:

- Cost of services (heating and lighting);
- Cost of staffing (security, caretaking and cleaning) - including “on-costs”;
- Cost of administration;
- Cost of “wear and tear”;

- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

The specific charge levied for each letting will be reviewed no less than annually by the Governing Body (or as delegated to Finance, Premises and H & S Committee determination). This review will take place during the summer term, for implementation with effect from 1st September of that year. Current charges will be provided in advance of any letting being agreed. A Charging Tariff will be established to ensure that access is affordable for particular individuals and groups. Lettings will be invoiced termly in arrears.

3 VAT

General Lettings of an open space such as a field, hall or room are VAT exempt. This includes use of a room which contains tables and chairs i.e. anything that is normally in situ (not IT Suite) and not having to be brought in as extra.

General lettings become standard rated VAT if the hirer requires additional use of the school facilities such as a projector, catering, computer or other equipment during the let.

Rooms (not deemed to be sports facility) can be let for a sporting activity e.g. badminton or physical recreation e.g. dance or keep fit class and treated as VAT exempt providing nothing else is provided.

The hire of school land for a car park or for individual parking is always standard rated for VAT purposes.

If the room is incidental to the main let e.g. hire of an IT suite where the computers are the main requirement, then the room is incidental and the let is standard VAT.

Sports facility lettings will be exempt of VAT.

4 Management and Administration of Lettings

The Headteacher is responsible for the management of lettings. The Headteacher may delegate all or part of this responsibility to other members of staff (e.g. site manager/person with responsibility for extended services / community development), whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the Chair of the Governing Body or Chair Finance, Premises and H & S Committee which has been given delegated authority to determine the issue on behalf of the Governing Body.

5 The Administrative Process

Organisations seeking to hire the school premises should contact the Site Manager who will identify their requirements, clarify the facilities available and confirm the price. A **Hire Agreement, Terms and Conditions of Hire**, (copies of which are attached to this model policy), **Invoicing/Payment and Hire Availability Dates** will be sent out. The Governing Body has the right to refuse an application, and interested parties should be advised that no letting should be regarded as “booked” until the signed documents have been returned and approval has been given in writing.

All lettings fees, which are received by the school, will be paid into the school’s budget, in order to offset the costs of services, staffing etc. (which are funded from the school’s delegated budget).

6 Public Liability and Accidental Damage Insurance

The Hirer must ensure it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. Neither the school or the Local Authority will be responsible for any injury to persons or damage to property arising out of the activities undertaken and supervision thereof during the letting of the premises.

Schools will inform the hirer of any areas within the scope of the letting arrangements where asbestos has been identified, if there is a foreseeable risk of potential damage arising from the specific hire use of the building.

7 Child Protection

Any organisation submitting a lettings request involving working with young people must ensure that DBS checks have been completed for all adults working or supervising the group where it involves young people under the age of 18 or vulnerable adults.

8 Charging Schedule

- 3G pitch - £60 per hour with a reduction to £45 per hour for any weekend bookings (min 4 hours/15 weeks). £45ph for any lettings in Summer Term
- Gyms & Hall - £25 per hour

Hire charges are set by the Governing Body's Finance Committee, and are subject to annual review in line with the School Lettings Policy.

9 Terms and Conditions

TERMS AND CONDITIONS (2026 – 2027 School Year)

NEWPORT CITY COUNCIL

GOVERNING BODY OF CAERLEON COMPREHENSIVE SCHOOL

3G PITCH – CAERLEON COMPREHENSIVE SCHOOL

We, the undersigned, JOINTLY AND SEVERALLY undertake to abide by the following regulations numbered 1-23:

1. The person by whom the application is signed shall be considered the "Hirer". Where a promoting organisation is named, the organization shall also be considered the Hirer and shall be jointly and severally liable hereon with the person named who signs the application form.
2. Notice of cancellation of any booking(s) must be made in writing to the school at least seven days prior to the cancelled booking(s).
3. The Hirer shall make provision for insurance cover including public liability and may be required to produce the policy of insurance.
4. The school reserves to themselves the right to cancel any booking should the 3G be required for a booking considered to be of high priority or should any circumstances over which the school have no control e.g. inclement weather.
5. The Governing Body will not be liable for any loss due to breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restrictions or Act of God, which may cause the 3G or any part being rendered unfit or unavailable for the use for which it has been hired.
6. The Hirer shall not use the 3G
7. for any purpose other than that described in the agreement form, and shall not sub-hire (except with prior permission of the school), or allow the premises to be used for any unlawful purpose, or bring onto the premises anything which may involve increased risk of damage, fire or invalidate any policy of insurance in respect of these premises.
8. The Hirer is not entitled to use the 3G at any time, other than the specified hours for which the pitch is hired, unless prior arrangement is made with the Site Manager.
- 6.
7. The Hirer shall be responsible for any damage arising from any act or neglect on the part of the participants or spectators which may occur to the 3G and adjacent premises during the period of hire, or whilst persons are entering or leaving the site. The Hirer will indemnify the Governing Body for the cost of repair of such damage.
8. The Council and the School accepts no liability for loss of, or damage to any articles or vehicles on the school premises.

9. The right of entry and exclusion from the premises is reserved to members of the Governing Body and the Head or his/her representative on duty, and any police officer on duty at the time during the period of hire.
10. The Hirer shall, at the expiration of the period of the hiring, leave the 3G and associated facilities promptly and in a clean and tidy state and the new users should check the good order of the facility at the start of the hiring. Any concerns are to be reported in writing to the Site Manager.
11. No flags, emblems or other decorations shall be displayed on any part of the 3G without the previous consent of the Council or its duly authorised officer.
12. No additional lights or extensions from the existing electric lights are to be installed.
13. No bolts, nails, tacks, screws, pins or other like objects shall be driven into any part of the 3G surface. No heavy or sharp objects are to be placed on the 3G surface.
14. **Use round plastic studded footwear only. No footwear with dimples, blades, spikes or flat soles will be allowed onto the 3G surface.** Footwear should always be clean and in a good condition.
15. In accordance with school policy, all areas are designated NO SMOKING including E-Cigarettes at all times.
16. The distribution or sale and consumption of alcohol is prohibited throughout the site.
17. The hirer shall be responsible to ensure that a registered first aider is available for all sessions and that person is prepared to act in that capacity should there be a need.
18. There are no changing facilities or toilets available during the hire. Hirers are to ensure that users of the 3G and spectators do not use any area of the site as a toilet. The exception to this is that for Sunday booking a portaloos will be available and will be the responsibility of the hirer to manage this provision.
19. The Hirer shall be responsible for ensuring the security of the vehicle entrance gate and the 3G gate. The exception would be if the subsequent Hirer was immediately available and willing to take over the responsibility.
20. The Hirer shall be responsible for ensuring that the 3G lights are turned off (if applicable) at cessation of the hire. The exception would be if the subsequent Hirer was immediately available and willing to take over the responsibility.
21. Any incident or injuries should be recorded on the Accident & Incident Report Form (available from Site Manager).
22. The Governing Body reserves the right to cancel, at any time during the Hirers period of booking, any unexpired booking for the period, in event of failure to observe and perform any of these Terms and Conditions, or non-use, or misuse by the Hirer without incurring any liability to the Hirer whatsoever.
23. This agreement is not transferable and must not be tampered with in any way.

Organisation Name: _____

Signature: _____

Print Name: _____

Date: _____

REQUEST TO HIRE 3G PITCH/GYMNASIUM/HALL

NAME OF CLUB / ORGANISATION _____

ACTIVITY E.G. RUGBY, FOOTBALL _____

NAME _____

ADDRESS _____

TEL NO. _____

EMAIL _____

3G PITCH HIRE TIMES (TICK REQUIREMENT)

TIMES		17:30-18:30	18:30-19:30	19:30-20:30	20:30-21:30
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TIMES		09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00
Saturday					
Sunday					
TIMES		13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00
Saturday					
Sunday					

OLD GYM - NEW GYM - HALL (PLEASE CIRCLE WHICH)

TIME REQUIRED	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

HIRE START DATE _____

HIRE END DATE _____

COMMENTS

PRICE

3G PITCH - £60 PER HOUR (Reduced to £45 Per Hour for full day weekend bookings for a minimum of 20 weeks)

GYMS & HALL – N/A 26.27

REQUESTER

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

APPROVER

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Policies Equality Statement

At Caerleon Comprehensive School, we serve a diverse community and take account of a wide range of needs. In accordance with the Equality Act (2010), our policies and learning and teaching strategies fulfill our duty to serve people according to their needs and promote equality. In order to embed fairness in all aspects of school life, we take account of equality as we formulate, develop and update school policies and plans.

Our vision and values promote inclusivity and equality and tackle discrimination. We have high expectations for all our pupils and staff. Our equality statement is guided by core principles:

- All learners are of equal value;
- We recognise and respect difference;
- We foster positive attitudes and relationships and a shared sense of community and belonging;
- We observe good practice in recruitment, retention and staff development;
- We aim to reduce and challenge barriers to equality at every opportunity.