



Cleves School
Learning Together

LETTINGS POLICY 2026-27

Reviewed on	May 2026
Reviewed by	Sue Thomson / Natasha Green
Approved by	Resources Committee on behalf of The Board of Trustees of Cleves School
Review cycle	Annual
Next review date	Spring Term 2027

INTRODUCTION

The Trust and the Funding Agreement between the EFA and Cleves Academy Trust requires that the academy will be 'at the heart of its community, promoting community cohesion and sharing facilities with other schools and the wider community'. However, the overriding aim of the Board of Trustees is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The school's General Annual Grant (GAG) (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. 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 by an outside organisation must be reimbursed to the school.

DEFINITION OF A LETTING

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Board of Trustees meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's GAG.

CHARGES FOR A LETTING

The Board of Trustees is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional 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 charges levied will be reviewed annually, during the summer term, by the Resources Committee for implementation from the beginning of the next academic year. Current charges will be provided in advance of any letting being agreed. A minimum charge period of 1 hour applies.

MANAGEMENT AND ADMINISTRATION OF LETTINGS

The Business Manager is responsible for the overall management of lettings, in accordance with the Trust's policy. Where appropriate, the Business Manager may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Business Manager has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Resources Committee, which is empowered to determine the issue on behalf of the Trust

THE ADMINISTRATIVE PROCESS

Organisations seeking to hire the school premises should approach a member of the administration team, who will identify their requirements and clarify the facilities available. A Booking Form should be completed at this stage (signing this is in agreement to Ts & Cs on the reverse of form). The Trust has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved, confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement.

The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Trust’s current scale of charges. The school reserves the right to request a security deposit to be determined at the time of booking.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

The School or Trust reserves the right to refuse or grant a hiring without giving a reason. The School or Trust reserves the right to prevent any individual from entering onto the School site.

STATUS OF THE HIRER

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

Hirers who are providing facilities before, during and after school time or at any time that involves the supervision or activities with children must provide an Enhanced DBS for every adult that will work with children including any substitute providers. These will be recorded on the school’s Single Central Register.

Any adults working with the school’s pupils (for example, at an after school sports club) must be appropriately qualified. They must hold an up to date First Aid certificate and evidence of recent

safeguarding training. The School also requires a copy of the safeguarding policy.

The Hirer shall ensure that no act is done on the premises, during their use of the premises, which contravenes the Equality Act 2010 and shall not discriminate against any individual or group in any activity taking place at the School.

SAFEGUARDING

Hirers who are providing facilities before, during and after school time or at any time that involves the supervision or activities with children must provide an Enhanced DBS for every adult. It is the responsibility of the hirer to conduct these checks. All adults working with children on the school site must have evidence of recent safeguarding training. The school must also hold a copy of the safeguarding policy. This must all be provided prior to the letting taking place. Trustees may seek assurance that hirers have appropriate safeguarding policies and procedures in place.

Guidance in [DfE \(2026\)](#) must be complied with, including having a staff code of conduct, an appointed and trained designated safeguarding lead and clear procedures on what to do if there are concerns about a staff member, volunteer or other adult who may pose a threat to children. If the provider is a lone adult, parents and carers should have the contact details of Surrey's single point of access (CSPA) or the NSPCC helpline number.

If school staff are directly supervising the activity or service, the school's usual child protection arrangements will apply.

The PTA is a separate legal entity and are responsible for their own safeguarding arrangements when running events outside of school hours.

If the school receives an allegation relating to an incident where an individual or organisation was using your school premises for running an activity for children, we will follow our safeguarding policies and procedures and inform the local authority designated officer (LADO) where appropriate.

PRIORITY OF USE

The Business Manager will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

ATTENDANCE

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

BEHAVIOUR

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

The Hirer must adhere to Cleves values and any deviation from this may result in a club not being allowed to rebook. The school reserves the right to refuse bookings where there are concerns about extremism, and that hirers must not use the premises for activities that could promote extremism.

PUBLIC SAFETY

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times.

OWN RISK

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. Hirers cannot use school facilities they have not booked and the school accepts no liability for this.

DAMAGE, LOSS OR INJURY

The Hirer warrants to the Trust that 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. The minimum limit for this insurance cover is £2 million. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

INSURANCE FOR ONE OFF LETTINGS

Individuals should be asked whether they have any relevant insurance and if so, to check whether it will cover their personal liability for the purposes of the let. If covered, they must provide appropriate evidence (confirmation from the insurers that the event is covered and the policy is in force on the relevant date). The minimum acceptable limit of liability should be £2m.

If the Hirer does not have their own insurance, then cover can be arranged by the school for an additional charge.

ACCIDENT OR INJURY

The Board of Trustees do not accept any responsibility for any accident or injury or loss of property that may occur to or be sustained by, persons using the premises during the period of the letting.

FURNITURE AND FITTINGS

Furniture and fittings shall not be removed or interfered with in any way. We ask that hirers leave the room as found. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

SCHOOL EQUIPMENT

This can only be used if requested on the initial application form, and if the Business Manager approves its use. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

ELECTRICAL EQUIPMENT

Any electrical equipment brought by the Hirer onto the school site MUST comply with the code of practice for portable electrical appliance equipment. Equipment must have a certificate of safety from a qualified electrical engineer. The intention to use any electrical equipment must be notified on the application.

CAR PARKING FACILITIES

Subject to availability, these may be used by the Hirer and other adults involved in the letting.

TOILET FACILITIES

Access to the school's toilet facilities is included as part of the hire arrangements.

FIRST AID FACILITIES

All hirers must have at least one qualified first aider present. They must hold an appropriate first aid kit and have emergency contact details for all participants that are immediately accessible. Hirers should ensure that staff, volunteers and participants are aware of fire evacuation routes and assembly points, lockdown procedures, location of first aid facilities and emergency contact procedures.

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. The school's resources will not be available.

CHILD PROTECTION

In addition to the Hirer's liability in respect of health and safety concerns referred to elsewhere in this agreement, the hirer / user specifically undertakes to ensure suitable arrangements are in place in regard to safeguarding children and child protection.

Any organisation submitting a lettings request for an activity or event involving children and/or young people under 18 years of age must submit to the School a signed copy of their current Child Protection Policy which must be compliant with current legislation. Where appropriate, the Hirer warrants that it has obtained all relevant Disclosure and Barring Service ('DBS') checks for individuals connected with the activity to be carried out by the Hirer before the start of the Hire Period. The School reserves the right to cancel or delay the

booking if the Hirer fails to provide relevant DBS checks to the School's satisfaction before the start of the Hire Period. If the letting involves direct or indirect contact with the School's pupils, all of the Hirer's personnel involved in the activity must be checked against the Children's Barred List.

The Board of Trustees specifically reserves the right to terminate the hire agreement with immediate effect if the hirer / user does not have such arrangements in place and fails to take immediate steps to put them in place. In such circumstances the Board of Trustees will not be liable for any loss financial or otherwise incurred by the hirer / user.

FOOD AND DRINK

Various conditions apply depending on the space and activity booked.

INTOXICATING LIQUOR

No intoxicants shall be brought on to or consumed on the premises without permission from the Business Manager. The responsibility for obtaining a liquor licence should this be required lies with the hirer.

SMOKING

The whole of the school premises is a non-smoking area, and smoking is not permitted, including E-cigarettes.

FOOTWEAR

Various conditions apply according to the space or activity booked. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

COPYRIGHT OR PERFORMING RIGHTS

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Trust against all sums of money which the Trust may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

SUB-LETTING

The Hirer shall not sub-let the premises to another person.

CHARGES

Hire charges are reviewed annually and the current charge is set out in the Hire Agreement.

LETTINGS FORMS COMPLETED FOR LIMITED COMPANIES MUST BE SIGNED BY A DIRECTOR ACTING AS A PERSONAL GUARANTOR FOR ANY INVOICES RAISED BY CLEVES ACADEMY TO THE COMPANY. PAYMENT CHARGES MUST BE MADE ON RECEIPT OF AN INVOICE. INTEREST WILL BE CHARGED FOR LATE PAYMENT, AS IS OUR STATUTORY RIGHT. There is a minimum charge of 1 hour for all lettings.

VARIATION OF SCALES FOR CHARGES OR CANCELLATIONS

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Board of Trustees on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. It is the Hirer's responsibility to notify parents in writing (where appropriate) of any changes in dates or venues at least a week in advance.

SITE SECURITY

The Board of Trustees will hire and pay for a person to be responsible for the unlocking and locking of the premises. Hirers should be aware that there may not always be someone on site for the duration of the let, however hirers will be provided with contact numbers should there be a site security issue. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Keys will not be available to any person without the express permission of the Headteacher/ Business Manager of the school.

RIGHT OF ACCESS

The Trust reserves the right of access to the premises during any letting. The Headteacher or members of the Senior Leadership Team or Board of Trustees from the Children Achievement and Wellbeing Committee may monitor activities from time to time. Hire of premises to start no earlier than 7.30am.

CONCLUSION OF THE LETTING

The Hirer shall, at the end of the hire period, leave the accommodation in a tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.

VACATION OF PREMISES

The Hirer shall ensure that the premises are vacated promptly at the end of the letting and by 10 p.m. at the latest. Lettings finishing later than 10 p.m. may only be approved on an exceptional basis by the Headteacher/ Business Manager. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the school by the nearest exit and assemble on the Playing Fields. The Hirer must have immediate access to participants' emergency contact details. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures in the event of fire or other emergency, including lockdown procedures.

PROMOTIONAL LITERATURE/NEWSLETTERS

A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Business Manager a week prior to distribution by the Hirer.

REGISTER

Hirers must retain a register of all children attending their club and make this available to the school as required.

CANCELLATION OF THE CLUB/ACTIVITY

If the club/activity has to be cancelled at short notice for any reason it is the provider/hirers responsibility to contact the parents of all children to collect children and/or make alternative provision to supervise these children until they are collected. The school will not be responsible for making these arrangements or supervising children whose parents have not been contacted or have not collected their children. Charges may apply should this happen.

CANCELLATION OF THE HIRE / LET

The Trust reserves the right, at its sole discretion, to refuse or terminate any letting or hire agreement, made under the terms and conditions of this agreement, at any time or with immediate effect if necessary, where:

- i. the proposed or actual use of the premises is deemed not to be appropriate for a Junior school environment;
- ii. the activity or organisation or its representatives are deemed not to align with the School's ethos, values or safeguarding responsibilities;
- iii. the behaviour, conduct, or management of the hirer (or any participants attending under the hire's booking) is considered unacceptable; or
- iv. the letting may in the reasonable opinion of the School / Trust bring or risk bringing the School / Trust into disrepute or conflict with its duty of care to pupils.

In such circumstances, the School /Trust may require the immediate cessation of the activity and vacation of the premises. Where reasonably practicable, notice of cancellation will be provided. However the School or Trust shall not be liable for any loss, damage, or expense incurred by the Hirer as a result of such cancellation.

Letting Charges (September 2026)

	Weekdays (Term time) Before 6pm (PER HOUR)	All day, Saturdays & Weekdays after 6pm (Including all day non term time) (PER HOUR)	Sundays (PER HOUR)
Sports Centre			
Main Hall	£40.00	1st hour £60, per subsequent hour £50.00	£60.00
½ Main Hall	£30.00	1st hour £40, per subsequent hour £35.00	£40.00
Dance Studio	£30.00	1st hour £40, per subsequent hour £35.00	£40.00
Seminar Room or Classroom	£20,00	£30.00	£40.00
Changing Rooms (separate / not using sportshall)	£5.00	£5.00	£5.00
Sports Pitch/ Playground/ Multi Use Games Area (MUGA)			
Training (Half field)	£30.00	£40.00	£45.00
Whole Field	£50.00	£55.00	£65.00
MUGA/Playground	£30.00	£40.00	£45.00
7 aside pitch hire (for match play) – goals provided but not nets and corner flags – April to September only	Not available	£35.00	£40.00
Running track hire)6 lane 200m track) April to September only	£30.00	£30.00	£35.00
Cricket Strip (suitable for Kwik Cricket)	Not available	£30.00	£35.00
Performance Hall			
Whole Suite	£35.00	£55.00	£60.00
Mezzanine	£15.00	£25.00	£30.00

Classroom ,½ mezzanine	£15.00		
Dining Hall	£25.00	1st hour £35, per subsequent hour £25.00	£40.00
Music Room	£15.00	£20.00	£25.00
Music tuition space	£7.00		
Resource Centre	£15.00 without c/room	Learning Development 5	£15.00
Staffroom	£20.00	1st hour £30, per subsequent hour £20.£20.00	£30.00
Atrium		1st hour £30, per subsequent hour £20.00	£30.00
Year 6 Central	£20.00	£30.00	£40.00
Classroom (science, art, nurture room)	£20.00 . £24.00 if using ovens.		
Extras			
Insurance	Stage Lighting	Piano/ PA/ Projector & Screen	
15% of total cost (Min £5.00)	£10 extra flat rate	£6 extra flat rate per item	

These charges can be varied at the Headteacher's discretion.

This policy is linked to the Hirers Agreement.

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Subject to availability, the Hirer may use these and other adults involved in the letting.

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CHILD PROTECTION

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FOOD AND DRINK

Various conditions apply depending on the space and activity booked.

INTOXICATING LIQUOR

No intoxicants shall be brought on to or consumed on the premises without permission from the Business Manager. The responsibility for obtaining a liquor licence should this be required lies with the hirer.

SMOKING

The whole of the school premises is a non-smoking area, and smoking is not permitted, including E-cigarettes.

FOOTWEAR

Various conditions apply according to the space or activity booked. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

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SUB-LETTING

The Hirer shall not sub-let to another person.

CHARGES

Hire charges are reviewed annually the current charge is set out in the hire agreement. **LETTINGS FORMS COMPLETED FOR LIMITED COMPANIES MUST BE SIGNED BY A DIRECTOR ACTING AS A PERSONAL GUARANTOR FOR ANY INVOICES RAISED BY CLEVES ACADEMY TO THE COMPANY. PAYMENT CHARGES MUST BE MADE ON RECEIPT OF AN INVOICE. INTEREST WILL BE CHARGED FOR LATE PAYMENT, AS IS OUR**

STATUTORY RIGHT. There is a minimum charge of 1 hour for all lettings.

VARIATION OF SCALES FOR CHARGES OR CANCELLATIONS

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Board of Trustees on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. It is the Hirer's responsibility to notify parents in writing (where appropriate) of any changes in dates or venues at least a week in advance.

SITE SECURITY

The Board of Trustees will hire and pay for a person to be responsible for the unlocking and locking of the premises. Hirers should be aware that there may not always be someone on site for the duration of the let, however hirers will be provided with contact numbers should there be a site security issue. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Keys will not be available to any person without the express permission of the Board of Trustees of the school, including lockdown procedures.

RIGHT OF ACCESS

The Board of Trustees reserves the right of access to the premises during any letting. The Headteacher or members of the Senior Leadership Team or Board of Trustees from the Children's Achievement and Wellbeing Committee may monitor activities from time to time.

CONCLUSION OF THE LETTING

The Hirer shall, at the end of the hire period, leave the accommodation in a tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.

VACATION OF PREMISES

The Hirer shall ensure that the premises are vacated promptly at the end of the letting and by 10 p.m. at the latest. Lettings finishing later than 10 p.m. may only be approved on an exceptional basis by the Board of Trustees. The Hirer is responsible for supervising any children taking part in an activity until a responsible adult collects them. In the event of an emergency, occupants must leave the school by the nearest exit and assemble on the Playing Fields. The Hirer must have immediate access to participants' emergency contact details. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures in the event of fire or other emergency.

PROMOTIONAL LITERATURE/NEWSLETTERS

A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Business Manager a week prior to distribution by the Hirer.

REGISTER

Hirers must retain a register of all children attending their club and make this available to the school as required.

CANCELLATION OF THE CLUB/ACTIVITY

If the club/activity has to be cancelled at short notice for any reason it is the provider/hirers responsibility to contact the parents of all children to collect children and/or make alternative provision to supervise these children until they are collected. The school will not be responsible for making these arrangements or supervising children whose parents have not been contacted or have not collected their children. Charges may apply should this happen.

CANCELLATION OF THE HIRE / LET

The Trust reserves the right, at its sole discretion, to refuse or terminate any letting or hire agreement, made under the terms and conditions of this agreement, at any time or with immediate effect if necessary, where:

- i. the proposed or actual use of the premises is deemed not to be appropriate for a

Junior school environment;

- ii. the activity or organisation or its representatives are deemed not to align with the School's ethos, values or safeguarding responsibilities;
- iii. the behaviour, conduct, or management of the hirer (or any participants attending under the hire's booking) is considered unacceptable; or
- iv. the letting may in the reasonable opinion of the School / Trust bring or risk bringing the School / Trust into disrepute or conflict with its duty of care to pupils.

In such circumstances, the School /Trust may require the immediate cessation of the activity and vacation of the premises. Where reasonably practicable, notice of cancellation will be provided. However the School or Trust shall not be liable for any loss, damage, or expense incurred by the Hirer as a result of such cancellation.

A FULL SIZE PRINT VERSION OF THIS DOCUMENT IS AVAILABLE AND WILL BE PROVIDED IN ADVANCE OF THE HIRE. THE HIRER IS TO PROVIDE ALL DOCUMENTATION AS REQUIRED BEFORE LETTING CAN PROCEED AND THE HIRER SHOULD ENSURE THAT ALL DOCUMENTATION IS KEPT UP TO DATE.