

# NEWLANDS GIRLS' SCHOOL

## POLICY DOCUMENT



# Lettings Policy

<b>LAST UPDATED</b>	(by) R Aldridge / K Foreman	May 2025
<b>LAST REVIEWED</b>	(by) Resources, Audit and Risk Committee	May 2025
<b>POLICY TYPE</b>	Non-Statutory	
<b>REVIEW DATE</b>	19 <sup>th</sup> May 2025	
<b>RESPONSIBLE</b>		
Leadership Team	School Business Manager	
Governing Committee	Resources, Audit and Risk Committee	
<b>APPROVED</b>	Approved by Governors	
	Meeting Date	19 <sup>th</sup> May 2025

**Courage Commitment Compassion**

## Newlands Girls' School Lettings Policy

### Introduction

It is the policy of Newlands Girls' School to maximise the use of the school for the benefit of the local community without detriment to the school or its site. To this end groups and individuals may hire certain parts of the school's facilities, subject to availability and in accordance with the terms and conditions for hire as determined by Newlands Girls' School.

### Leisure Focus are excluded from this policy

The Headteacher in conjunction with the School Business Manager will arrange for the necessary accounting and administrative procedures in accordance with Newlands Girls' School Financial Regulations.

### Charges for Hiring

Newlands Girls' School is responsible for setting the charges for the hiring of the school premises.

Charges will be reviewed in the summer term each year and will be effective from the 1<sup>st</sup> of September in the same year. The level of charges will be determined by the type of use and proposed function:

- For commercial lettings e.g. sports clubs, coaching, exercise clubs etc.
- For non-profit making organisations e.g. youth and community, local authority, parish council

All lettings are at the discretion of the Senior Leadership Team.

### Application to Hire

Application to use the school premises should be made by contacting the school (email [office@newlandsgirls.co.uk](mailto:office@newlandsgirls.co.uk)) in the first instance, ideally a minimum of 21 days before the proposed event.

A member of the Senior Leader Team and ultimately the Headteacher will resolve any conflicting requests for the use of the premises, **with school functions always receiving priority.**

The Headteacher is responsible for the management of lettings, in accordance with the school's policy, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility.

Newlands Girls' School 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 confirmed in writing.

For regular lettings, the named individual applying to hire the premises will be invoiced monthly for the cost of the letting. For a one-off hire, full payment in advance will be required.

All hiring fees will be paid into the school's bank account to offset the costs of the services, staffing etc.

### **Deposits**

The school has the right to request a deposit (usually 50%) appropriate to the type of letting. In the event of damage to school property or equipment, or in the event of additional cleaning being required, the deposit will be adjusted accordingly and only the balance, if any, refunded to the hirer. If the additional costs exceed the deposit and additional invoice for the balance will be issued.

**Contravention of any of the terms and conditions may result in the deposit being withheld.**

### **Termination of Hire Agreement**

A member of the Senior Leader Team and ultimately the Headteacher has the power to terminate any hire agreement relating to the hire of the school premises with immediate effect, in accordance with the terms and conditions of the agreement attached.

### **Schools Representative**

The school's Site Manager is usually the school's representative. During functions, hirers should liaise with the representative concerning specific requirements.

The school's representative has the authority to take any necessary action to protect the school's interest during any letting.

### **Equality Act 2010 (Amendment Regulations 2012)**

No hirer should be refused because of the 9 protected characteristics identified by the Equality Act 2010 (Amendment) Regulations 2012:

- Sex
- Race
- Disability
- Religion or belief
- Sexual orientation
- Gender reassignment
- Pregnancy or maternity
- Age
- Marriage and civil partnership

## **Health and Safety**

It is a requirement of the school that all hirers carry a mobile phone which is in full working order and switched on, always while on the premises, in case there is a need to contact the emergency services. A mobile contact number for the school's representative will be provided to all hirers in case of emergencies.

The maximum number of people in any designated area at any one time should not exceed that agreed on the hire form.

## **Terms and Conditions of Hire of the School Premises**

The 'hirer' shall be the named individual on the hire agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

### **Status of the Hirer**

Lettings will not be made to persons under the age of 18.

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.

### **Safeguarding**

The school must ensure that appropriate arrangements are in place to keep children safe during the hiring out of school premises and facilities. In line with Keeping Children Safe in Education, organisations submitting a lettings request involving working with children and / or young people will submit a signed copy of their current Child Protection and Safeguarding Policy and a Letter of Assurance.

The governing board will ensure there are arrangements in place to liaise with the organisation on these matters where appropriate.

The school will ensure safeguarding requirements are included in any transfer of control agreement, as a condition of use and occupation of the premises. Failure to comply with this will lead to termination of the agreement.

All hirers must state the purpose of the hire. Each application will be vetted by the school and any concerns will be reported to the DSL prior to approval.

When determining whether to approve an application; the DSL will consider the following factors:

- The type of activity
- Interferences with trust activities
- The availability of facilities
- The availability of staff

- Health and safety considerations
- The trust's duties regarding the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the trust

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).

The school will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual group is found to be promoting views in contravention of the trust's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the trust will contact the police/school security who will remove the person or group from trust premises.

All hirers will annually read and review the school's Child Protection and Safeguarding Policy and submit a Letter of Assurance.

### **Indemnity and Insurance**

Lettings are made on the agreement that Newlands Girls' School is indemnified by the hirer against any loss, damage, costs, and expenses during the use of the school premises by the hirer except where such loss, damage, costs, and expenses are directly attributable to the negligence of the school.

The hirer shall insure with a reputable insurance office against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and / or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of themselves, employees, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.

Unless specifically agreed by Newlands Girls' School, the insurance cover shall provide a limit of indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the hire of the premises.

The hirer shall produce the policy of insurance and receipts for the current premium prior to hiring commencing and upon renewal.

The school will not be held responsible for any injury to persons or damage to property arising out of letting of the premises. If appropriate evidence is not provided, insurance will be provided

via the policy arranged through Newlands Girls' School and the hirer will be charged an additional premium of 10.5%. This must be paid in full before commencement of the letting.

### **Statutory Requirements**

The hirer must not do or permit any act, matter or thing which would, or might constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

### **Public Safety**

The school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and its contents. In particular:

- Obstructions must not be placed in gangways or exits, nor in front of emergency exits which must be available for free public access and exit at all times.
- The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signed and routes.
- Firefighting equipment shall be kept in its proper place and only used for its intended purpose.
- The fire brigade shall be called to any outbreak of fire, however slight. Details of the occurrence shall be given to the Site Manager who will report to the Headteacher.
- The school will issue all hirers with the Fire Evacuation Procedure and the hirer is responsible for familiarising themselves with the procedure for evacuation of the premises, the escape routes, assembly points and shall be familiar with the fire-fighting equipment available.
- Any activity involving danger to the public will not be permitted.
- Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay etc.) shall be undertaken or erected without the consent of the school.
- No unauthorised heating appliances shall be used on the premises.
- All electrical equipment brought into the building shall be subject to regular PAT testing. The intention to use an electrical equipment must be notified on the hire application form. Newlands Girls' School disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.
- Adequate supervision must be provided to maintain order and good conduct, and, where applicable the hirer must always adhere to the correct adult/pupil ratios when these are specified for activities e.g. by national governing bodies of sports scouts etc.
- For health and safety reasons, the maximum number of people in any designated area at any one time should not exceed that agreed.

### **The Hirer's Responsibilities**

- The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the hiring.
- No part of the premises is to be used otherwise than for the purpose of the premises requested.

- No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

### **Use of School Equipment**

Where the hirer is granted access to school-owned equipment, including but not limited to musical instruments, stands, audio equipment and sports equipment the hirer shall:

- Ensure all equipment is used appropriately and with due care.
- Accept full responsibility for any loss, damage, or malfunction occurring during the hire period, whether caused by the hirer, their staff or participants.
- In the event of damage or loss, repair or replace the equipment to the satisfaction of Newlands Girls' School within a reasonable timeframe.
- Acknowledge that the school reserves the right to assess the damage and determine whether repair or replacement is necessary.
- Confirm that this responsibility is in addition to any indemnity and insurance requirements set out elsewhere in this policy.

### **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.

### **First Aid Facilities**

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

### **Furniture and Fittings**

Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at end of each session of use. 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. Any premises used should be kept clean and tidy and hirers should ensure no property is damaged. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required.

### **Rubbish**

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials and it is the responsibility of the hirer to remove **all** rubbish and waste from the premises at the end of the letting.

### **Floors**

No substance is to be applied to hall floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

### **Food and Drink**

No food and drink may be prepared or consumed on the property without the direct permission of the Headteacher in line with current food hygiene regulations.

### **Alcohol**

Alcohol is not allowed onto the premises unless permission has been granted by the Headteacher.

### **Smoking**

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

### **Fireworks**

No fireworks may be brought onto the school premises, and no fireworks must be let off on the school premises or in the neighbouring vicinity of the school.

### **Betting, Gaming and Lotteries**

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

### **Nuisance/Disturbance**

Hirers and organisers of events on the school premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property. This includes the use of horns, drums, or other musical instruments.

### **Dogs**

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, hirers and their clients and visitors are not permitted to bring animals onto the school premises.

### **Rules**

The hirer shall comply with any rules and regulations which Newlands Girls' School shall make from time to time.

Contravention of any of the terms and conditions may result in any deposits being withheld.

### **Charges and Cancellations**

The hirer acknowledges that the charges are as set out in the hiring agreement including any review arrangements specified. The letting may be cancelled, provided that in each circumstance a minimum of 10 days' notice is given on both sides. The school reserves the right to give shorter notice in exceptional circumstances. It is the hirer's responsibility to notify people appropriately of any changes in dates or venues.

Newlands Girls' School will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the school of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply). The decision of the Headteacher, as to whether a letting should be cancelled shall be binding on the hirer.

### **Sub-Letting**

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

### **Loss of Property**

Newlands Girls' School cannot accept responsibility for damage to, or the loss or theft of, the hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

### **Car Parking**

Cars shall not be parked to cause an obstruction at the entrance to, or exits from, the school. The hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure. The school accepts no responsibility for any damage to vehicles parked on its premises, however caused.

### **Right of Access**

Newlands Girls' School reserves the right of access to the premises during the hiring for emergency or monitoring purposes. (The Headteacher, or members of the Leadership Team may monitor activities from time to time.)

### **Vacation of Premises**

The hirer shall ensure that the premises are vacated promptly at the end of the hiring session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. Delays in leaving the property could incur additional charges.

## **Relocation**

Newlands Girls' School may need to relocate a letting to a different area if necessary.

## **Complaints**

Any complaints arising from a hiring agreement should be directed to the Site Manager in the first instance.

## **Site Security**

The Sports Hall and Gym have a time clock on their doors which automatically unlocks and locks at pre-set times. For all other areas of the school a member of the Site / Senior Leadership Team will unlock and lock up, as necessary.

## **Toilet Facilities**

Hirers using outdoor spaces will be allowed access to the external toilet facility.

## **Appropriate Hiring Periods**

- Monday to Friday – Any reasonable time after the end of school through to 10.30pm
- Saturday 9.00am – 9.00pm,
- Sunday 9.00am-9.00pm,
- Any other times at the discretion of the Leadership Team and with the agreement of the Site Manager.

## **Lettings Costs (see the appendix)**

The following are included in the cost of the hire

- Staff on costs
- Lighting
- Cleaning
- Water and Sewerage
- Wear and Tear
- Administration
- Heating may be charged as an extra
- Please include changing time in your required period of hire.

## Appendix

### Newlands Girls' School Lettings Price list from 1<sup>st</sup> September 2025 - 31<sup>st</sup> August 2026 (to be reviewed at least annually)

For further information on bookings please contact Robert Aldridge (Site Manager) at the school tel: 01628 502644, 07999 059686 or email [robertaldrige@newlandsgirls.co.uk](mailto:robertaldrige@newlandsgirls.co.uk) or [office@newlandsgirls.co.uk](mailto:office@newlandsgirls.co.uk)

Facility	Hourly Rate	Concession Rate
Standard classroom	£26.00	£18.00
Specialist classroom	£35.00	£24.00
Drama Studio 1	£30.00	£22.00
Music block	£80.00	£55.00
Sixth Form block	£80.00	£55.00
Business Block	£80.00	£55.00
Hall	£42.00	£29.00
Gymnasium	£42.00	£29.00
Sports Hall	£45.00	£31.00
Badminton Court	£10.50	£7.00
Netball Court	£10.50	£7.00
Tennis Court	£10.50	£7.00
Hockey Pitch	£33.00	£22.00
Football Pitch	£33.00	£22.00
Changing	£25.00	£17.00
Field	£65.00	£44.00

Additional equipment can be hired at an agreed rate prior to the letting if available. These prices will be instigated from the 1<sup>st</sup> September 2025 but hirers should be aware that they may have to be reviewed in year due to the potential cost increases to the school.

### Lettings Concession Rates

Concessions are currently allowed for the following hirers:

- School staff
- Community use
- Charity events
- Sports clubs and events for under 18s
- Or at the discretion of the Headteacher
- An agreed extra concession rate of £5.00 per court exists for Maidenhead Junior Badminton as the Hirer, Mr Chew, also provides a free after-school badminton session for our pupils.