

Templefield Lower School

Lettings Policy



Templefield Lower School

Statement of intent

We recognise that our premises are valuable to the local community and as such, we are pleased to let the premises out to local organisations.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [The School Premises \(England\) Regulations 2012](#)
- [Health and Safety at Work etc. Act 1974](#)
- [The Health and Safety \(First-Aid\) Regulations 1981](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#)
- [Counter Terrorism and Security Act 2015](#)
- [The UK General Data Protection Regulations \(GDPR\)](#)
- [Data Protection Act 2018](#)
- [Education Act 1996](#)
- [The Terrorism \(Protection of Premises\) Act 2025](#)
- [Standards for school premises](#)
- [Keeping children safe in education](#)
- [The Prevent duty: safeguarding learners vulnerable to radicalisation](#)
- [Out-of-school settings: safeguarding guidance for providers](#)

Definitions

For the purpose of this policy, a '**letting**' is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.

The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.

Use of the premises for activities such as staff meetings, parents' meetings, governing body meetings, out of school hours learning support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

When letting to commercial businesses, the school will first seek the permission of their local authority. Depending on certain conditions, the local authority may recommend the school inform the Department for Education (DfE) of the letting, e.g. if the letting was during school time. The contact information for the DfE is: schoolsassests.capital@education.gov.uk.

Roles and responsibilities

The school will be responsible for:

- Reviewing the applications of a proposed letting arrangement to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils.
- Contacting the local authority and the DfE, where necessary.
- Contacting a legal expert with regards to transactions, for specialised guidance.
- Ensuring any safeguarding risks associated with the letting are identified and addressed.
- Ensuring hirers have appropriate child protection and safeguarding policies and procedures in place.

- Ensuring hirers follow the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.
- The overall oversight of the letting, handling any queries from the hirer.
- Communicating any relevant information to the hirer, e.g. fire safety precautions.
- Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
- Ensuring all relevant policies and procedures are implemented and made available to hirers.
- Ensuring compliance with the premises licence.
- Acting as or appointing a designated premises supervisor.
- Liaising with the governing body to establish whether or not the proposed activity is suitable for the premises.
- Ensuring that the school has the correct insurance in place for hiring out the premises.
- Checking the hirer has the appropriate public liability insurance.
- Working with the site team to ensure the premises are fit for use.
- Ensuring hirers familiarise themselves with the relevant school policies and procedures.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.

The site team will be responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Showing the hirers how to properly secure and lock the premises after use.
- Organising any repairs and/or replacement of equipment.

The Data Protection Officer (DPO) will be responsible for:

- Being the main point of contact for data protection enquiries from current and potential hirers of the school premises.
- Ensuring that the statutory privacy information is provided to the hirer.
- Assisting the hirer with any data breach investigation, where necessary.
- Ensuring that the hirer's information is stored in accordance with the Data Protection Policy.

Hirers will be responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the site team to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of £5 million.
- Providing the school with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the school.
- Reading the school's safeguarding policies and procedures, and ensuring they understand the rules and procedures detailed within.
- Informing the school of the activities that will be undertaken on the premises.
- Adhering to the DfE's 'Out-of-school settings: safeguarding guidance for providers'.

Areas available for hire

The school will permit the hire of the following areas:

- School hall
- Library
- Classrooms
- Playing fields

Charges

The governing body will be responsible for determining charges for the letting of the school premises.

A charge may be imposed to cover the following:

- Costs of services (e.g. heating and lighting)

- Costs of staffing, including 'on-costs' (e.g. caretaking or cleaning)
- Costs of administration
- Costs of 'wear and tear'
- Costs of insurance (if the school has arranged its own public liability insurance)
- Costs of using the school's equipment, if applicable
- Profit element, if applicable

The charge issued for each letting will be reviewed annually by the governing body. The review of charges will take place in the summer term, for implementation at the start of the next academic year.

A charging tariff may be established to ensure that access is affordable for particular individuals and groups.

Hirers will provide the school with at least five working days' notice before cancelling a booking for a full refund. If hirers fail to provide sufficient notice, the school will charge the hirer in full.

If the whole fee has not been paid, the school reserves the right to refuse the hirer entry to the premises.

In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid. There will be a grace period of 30 days for payment to be made. After this period, if a payment hasn't been made, the school will seek additional legal advice for payment to be recovered.

The school reserves the right to cancel any agreed hiring within a minimum of five working days' notice. A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequent losses, including (without limitation) any loss of profit, loss of business or the loss of any revenue arising out of the cancellation of any hire.

Managing lettings

The governing body will have overall responsibility for the management of lettings. The headteacher will be delegated the day-to-day management of the lettings; however, they will not be responsible for the administrative roles, such as setting charges, this role stays with the governing body.

The headteacher may delegate aspects of the management of lettings to other relevant members of staff, such as the site team. If the headteacher has any concerns regarding the activities the hirers are conducting, they will consult the governing body and reach a decision together.

Organisations wishing to hire the premises will approach the school business manager who will identify their requirements and clarify the facilities available. The hirer is required to complete the booking form and return it to the school business manager who will confirm the booking via email.

The hirer will be invoiced for the cost of the letting as appropriate in accordance with the governing body's charges decision. The hirer will be a named individual and the agreement should be in their name, giving their permanent private address.

All lettings fees that are received by the school will be paid into the school's independent bank account, to offset the costs of services, staffing etc. (which are funded from the school's delegated budget). Fees can be paid in cash, cheque or bank transfer. The hirer will state how they intend to pay in their application form. The school business manager will provide the hirer with the relevant bank details.

Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled.

Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.

If there is a chance that those hiring the premises will come into contact with pupils, e.g. if the letting takes place during school hours or when pupils are present at the school such as during after-school clubs or extra-curricular activities, the school reserves the right to ask for confirmation that the hirers have had the appropriate level of DBS checks and to make the hiring of the premises conditional on this.

Where the hiring of the school premises or facilities for work with children, regardless of whether the children are on the school roll, is directly supervised or managed by school staff, the hirer will abide by the school's safeguarding arrangements. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

Where the services are provided separately by another body, the school will seek assurance that the body concerned has the appropriate safeguarding procedures in place. The school will inspect the provider's safeguarding policy prior to the commencement of the letting.

Hirers will be expected to adhere to the DfE's [Out-of-school settings: safeguarding guidance for providers](#).

The school will ensure that safeguarding requirements are communicated with the hirer prior to the letting. Failure to comply with the school's safeguarding conditions will lead to the termination of the hire agreement.

Any safeguarding-related allegations against organisations or individuals who have hired the school premises will be managed in line with the school's Allegations of Abuse Against Staff Policy.

Should any safeguarding concerns present themselves during the hire of the school premises, the hirer shall contact the Designated Safeguarding Lead as soon as is reasonable practicable.

Each application will be vetted by the DSL and any concerns will be reported to the governing body prior to approval.

All hirers will state the purpose of the hire and the school will take into account the following factors when considering the approval of an application:

- The type of activity
- Possible interferences with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regards to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- 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 governing body, balanced or outweighed by freedom of expression of artistic merit).

If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they will contact the headteacher immediately.

The headteacher 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 school's Prevent duty, this will be managed in accordance with local safeguarding procedures.

All hirers will be provided with a copy of the school's Child Protection and Safeguarding Policy and be informed of the key principles.

Emergencies, health and safety

In case of an emergency, the hirer must have a phone with them to use and emergency contact details for all attendees.

The hirer will provide their own first aid kits and ensure these are kept fully stocked with the relevant items.

A first aider (provided by the hirer) will be on site at all times unless otherwise agreed in writing with the school.

Smoking is not permitted on the premises at any time.

The hirer familiarises themselves with the school's Fire Risk Assessment and other relevant risk assessments before using the premises.

The school business manager will make copies of the school's Fire Evacuation Plan available to the hirer on arrival at the school.

The hirer will be shown the school's fire exits and evacuation points by the site team on arrival.

The hirer will be provided with a copy of the school's Health and Safety Policy and First Aid Policy, and will be expected to act in accordance with them at all times.

Using the site

The hirer will liaise with the site team to ensure the school remains secure before, during and after use. Hirers will be given an emergency contact number for the site team in case of any security breach.

The school premises are closed after 10:00pm to avoid any noise complaints from neighbouring residents.

The site team will remain on site until 6:00pm Monday to Friday during term time to hand over control of the premises to the first hirer of the evening.

Keys and/or security codes will not be passed to any hirer or other person without written permission from the school.

The site team will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day, unless the hirer is a key holder.

The school uses a 'three strike' rule when handling noise complaints lodged against hirers.

- **Strike one** – hirers will receive a verbal warning about their conduct on the school property and be warned that repeated offences will result in their booking privileges being suspended.
- **Strike two** – hirers will receive a second verbal warning and a letter explaining that the school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise that the school is issued may be passed on to the hirer if there is sufficient evidence to do so.
- **Strike three** – the hirer will be barred from booking the school premises for any activity for a period of two months. The governing body also expects the hirer to issue an apology to the school and complainant in writing.

The use of public announcement systems and loudspeakers must be agreed with the school, and this agreement must include a maximum noise level which is not to be exceeded.

The school's car park is available to hirers during their time on the premises; however, the governing body and school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.

Alcohol will not be brought onto, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing with the school.

Equipment

Hirers will identify any equipment they require from the school and detail this in their application form. Hirers must seek permission from the school to use any additional equipment once the form has been submitted.

The school business manager will conduct an inventory of all the equipment that the hirer requests, noting its condition. This will be reviewed after the hirer uses the equipment to ensure its proper use. Furniture and fittings will not be removed or interfered with in any way. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy.

Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.

Any seating provided is limited to the number of chairs on the premises.

Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form. The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.

The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises. Hirers will report any stolen or missing equipment to the site team immediately.

Food and drink may be prepared on the premises; however, hirers must seek direct permission from the school. The school reserves the right to require that hirers evidence that they hold appropriate food and hygiene certificates, and to refuse that food and drink be served if such evidence is not to the reasonable satisfaction of the school. The hirer will prepare food and drink in line with current food and hygiene regulations.

Data protection

The school will adhere to the Data Protection Policy at all times.

The Data Protection Officer (DPO) will undertake the requisite due diligence to ensure that the hirer is compliant with the relevant data protection legislation.

The DPO will ensure that the hirer's information is processed in accordance with the UK GDPR and Data Protection Act 2018.

Terminating the agreement

If the hirer breaches any of the terms and conditions agreed to, the school reserves the right to terminate the letting with immediate effect and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the letting or otherwise.

Monitoring and review

This policy will be reviewed annually and any changes made will be communicated to all relevant members of staff and all hirers.

Links with other policies

This policy operates in conjunction with the following school policies:

- Allegations of Abuse Against Staff Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- First Aid Policy
- Health and Safety Policy
- Premises Management Policy

Approved by governors: July 2026

Last reviewed: June 2026

Next review: June 2027

Appendix 1

Lettings Application Form

Details	
Name of hirer	
Name of organisation (if applicable)	
Address (for invoicing purposes)	
Contact number	
Email address	
Payment method	
Requirements	
Date of hiring	
Time of hiring	
Room(s)	
Equipment needed from the school	
Details of any equipment you will be using on the premises	
Purpose	
Details of the activity	
Will you be working with children and/or young people?	
If yes, have you attached a copy of your safeguarding policy.	
Start time	
End time	
Expected attendance	

By signing this form, I acknowledge that I have read, understood and agree to the terms of the school's Lettings Policy.

I acknowledge that my signature confirms all the details in this application form are correct

Signed:

Date:

Please return this form to the school along with a signed copy of your current safeguarding policy.

Appendix 2

Hire Agreement Form

Name of school	Templefield Lower School
Name of hirer	
Hirer's address	
Hirer's contact number	
Area(s) of the school to be used	
Specific nature of use	
Maximum attendance	
Details of any school equipment used	
Date(s) of hire	
Period of hire	_____ to _____
Fee (specify per hour or per session)	£ _____ per hour/per session

The school agrees to hire the premises to the hirer on the date(s) and for the period stated above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Hirer's signature	
Date	
Headteacher's signature	
Date	

Appendix 3

Lettings Indemnity Form

INSURANCE COVER – To comply with the conditions of the hire agreement.

I hereby indemnify the school against any claims made against it arising from the use of the hired premises. In addition, I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as follows:

Policy number:

Expiry date:

Name and address of insurance company:

.....

Indemnity limit:

Please attach a copy of the insurance certificate.

Signed:

Date:

Please return this form to the school along with a copy of your insurance certificate.

Appendix 4

Safeguarding

The hirer agrees that systems are in place with regards to safeguarding measures as per the terms of the school's Lettings Policy and confirms that they have read and understood the school's Child Protection and Safeguarding Policy, even where the premises are not being hired for use by/with children:

Name:

Name of organisation:

Purpose of letting:

I confirm that I have read and understood the school's Child Protection and Safeguarding Policy.

Signed:

Date:

Please return this form to the school along with a copy of your current safeguarding and first aid certificates (including those of any staff who will be working with you) and confirmation that all staff have read and understood the current version of Keeping Children Safe in Education.

Appendix 5

Terms and conditions for hiring the premises

Terms of letting

The school agrees to hire out the school to the hirer on the following terms. These terms are a formal contract between the school and the hirer which represent an agreement between the school and the hirer to use the premises as the school would expect.

In these terms:

- 'The school' is used throughout to refer to Templefield Lower School.
- 'The hirer' is used to represent the individuals who are bound by these terms.
- The 'application form' refers to the school's Lettings Application Form which must be completed by the hirer prior to using the premises.

Application form

All applications for the hire of the school premises shall be made via the school's application form. The person signing this form must be over 18 years of age and present on the day of the premises hire.

The school reserves the right to refuse any application or cancel a letting without notice.

Applications must be made at least 20 working days prior to the date of hire.

All applications will be considered within 10 working days – the hirer shall receive written confirmation of the outcome of their application within this timeframe.

The application form must be completed in full – no application will be considered if the application form is only partially completed.

Cost of hire

The cost of hire shall be paid by the hirer prior to the use of the school premises. The cost to hire will be outlined to the hirer in the Hire Agreement Form.

The school will issue the hirer with an invoice detailing what payments need to be made, the method of payment and the date by which the payment needs to be paid to the school.

Cancellations

The school reserves the right to cancel any booking where:

- The premises is required for unforeseen circumstances, e.g. the premises is being used in a parliamentary election as a polling station.
- It becomes apparent that the purpose for the letting will be undesirable, inconvenient or likely to cause disturbance.
- The original purposes for hiring the premises has changed to the extent that the premises would no longer be suitable for the requirements of the hirer.
- The premises become damaged or unfit for use.

In the event that the school needs to cancel the letting, the hirer will be issued with a refund covering the full cost; however, no compensation will be considered.

In the event that the hirer makes a cancellation, they must notify the school in writing.

The school will retain the full cost of the letting for cancellations made with less than 5 working days' notice.

A full refund will be provided if at least 5 working days' notice is given.

Where the hirer does not turn up on the agreed time or date, the school will retain the full cost of the letting.

First aid and fire safety

The hirer will be provided with the school's First Aid Policy and Fire Evacuation Plan – these documents should be read and understood by the hirer.

The hirer will be responsible for providing first aid cover for their cohort and should confirm that they have arrangements in place to cover first aid requirements.

The hirer will communicate fire safety and first aid requirements and procedures to their cohort.

All hirers must ensure that smoking and vaping does not occur on the school site.

Fire doors must be kept clear and remain closed at all times and only opened in emergencies.

Hirer's liability

The hirer will recognise that the school cannot take responsibility for any injury, nor the loss, damage or theft of any items during the hiring period. The premises are used at the risk of the hirer who will remain liable for the property brought on to the school premises and persons under their supervision.

Any damage caused to school property will be reported to the school who may need to inform the hirer that they are required to pay a sum to the school to reinstate, repair or replace property.

Any vehicles left in and around the school site are left at the owners' risk.

Improper use

The hirer will not use the premises for any reasons other than those noted on the application form.

The hirer will be responsible for ensuring that the hiring period does not cause any nuisance to others on the school site or to local residents.

Hirers will keep noise levels to a reasonable level for the time of day and the purposes of their letting. Any hirers wishing to play music will be required to inform the school to consult on acceptable noise levels and noise management.

Animals

The hirer must notify the school if they intend to bring animals on to the premises – the decision on whether animals are permitted will lie with the school.

Guide dogs are allowed; however, the school must be informed.

Altering the premises

The hirer will not be permitted to make any alterations to lighting, heating, fittings, fixtures or other items without the prior approval of the school.

Leaving the premises in good condition

Hirers will tidy the premises prior to leaving and will ensure that the premises are left as they were found. Charges may be applied for any mess, spillages, waste or rubbish left by the hirer.

Modification to these conditions

The school reserves the right to modify or vary these conditions at any time where the nature of the application deems it necessary.

Hirer declaration

I confirm that I have read and understood the above terms and conditions and will ensure that all conditions are abided by.

Name	
Signed	
Date	