The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

World-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.

By:
Working Together
Sustaining Excellence
Transforming Lives

Lettings Policy 2026

WHY IS THIS POLICY REQUIRED?
Financial compliance

WHAT CHANGES HAVE BEEN MADE?
None

WHAT IS THE IMPACT OF THIS POLICY?
Encourage use of school premises by wider community.

DATE: Term 4 2026

REVIEW DATE: Term 4 2027

Policy Summary

The Lettings Policy governs the use of school facilities, prioritising local organisations while generating income for the Governors. Key points include:

- **Eligibility**: Facilities are for local groups.
- **Charges**: Costs cover premises, heating, lighting, and admin. The Parents & Friends Association (PFA) is exempt from charges.
- **Licences**: Hirers must obtain relevant licences for events like music, dancing, or alcohol sales.
- **Insurance & Safeguarding**: Hirers must have appropriate insurance, and staff must undergo DBS checks.
- **Responsibilities**: Hirers must prepare, clean, and ensure safety.
- **Cancellations**: If the school cancels, only the deposit is refunded.
- **Complaints**: Directed to the Headteacher and handled through the school's complaints procedure.

The policy ensures facilities are used responsibly, safely, and for community benefit.

Introduction

The RLT encourage its schools to be at the heart of its community, promoting community cohesion and sharing facilities with other schools and the wider community.

The letting of the school facilities is a source of income for the School. Therefore, it is necessary to set guidelines to ensure that lettings:

- Are properly documented
- Are cost effective
- Are of a type conducive to the size and general disposition of the facilities
- Produce as reasonable a level of income as possible

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

General

It is the policy of the Governors to be selective in the lettings of the facilities to local organisations/bodies only.

Where the purpose of any letting would appear to be detrimental in any way to the general conditions or otherwise of the facilities, or those of the school, the letting will be refused. This will be determined by the Head Teacher.

Lettings to the PFA are to be made free of charge. Any other local organisations/bodies may apply to the Full Governing Body for special allowances. Any agreement for special terms is to be fully recorded in the Governors minutes.

All lettings are made in accordance with the Governors' No Smoking Policy.

Letting Conditions

1. Lettings should be made through the school office.
2. Hiring agreements should be written down using the standard form.
3. The attention of hirers must be drawn to the constraints imposed by statutory requirements of the letting of premises.

- Public music, singing and dancing can only take place in premises that have a Music, Singing and Dancing Licence. Applicants must be requested to observe the conditions of any such licence. Amongst other things, there will be conditions limiting the hours during which the activity can take place and the maximum number of persons who can be present in the licensed accommodation.
- Public performances of stage plays etc. can only take place in premises that have a Stage Play licence issued under the Theatre Act 1967. Hirers requiring accommodation for this purpose must ascertain from the Lettings Officer if there is such a licence and what its conditions are, particularly in respect of maximum size of audience and seating arrangements.
- Intoxicating liquor cannot be sold on the premises unless the hirer or person providing the bar facilities has obtained a licence from the Justices. Such a licence must be shown to the relevant school authority on the premises before commencement of the lettings. The bar must be situated where persons under the age of 18 years cannot obtain access.

4. Where the use of facilities is furthering the purpose of the School. It need not be a letting. It is at the discretion of the Governors to decide what constitutes furthering the purpose of the School and what does not.

5. Where services or activities are provided separately by another body, the Governing Body will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and there are arrangements to liaise with the school on these matters where appropriate. When our school is used for non-school activities, providers are expected to meet the guidance in Using after-school clubs, tuition and community activities.

6. It is the responsibility of any third party provider, as the employer, to carry out DBS and other checks on its staff.

7. The hirer must have suitable insurance and accreditation to carry out the activities at the school.

Premises/Care-taking Staff

Lettings are to be made on the understanding that there is limited care-taking in attendance. The preparation of the facility, restoring and/or cleaning of the accommodation for normal school use are the responsibility of the hirer. Opening, closing and security of the premises remain the responsibility of the Premises/Care-taking staff.

Cancellation

In the event of the school needing to cancel an agreed letting, the school or Governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.

Charges

Charging will have due regard for the DfE Governance Handbook. The charges will take into account prevailing charges in neighbouring schools and other locations available for hire in the local area. Charges will be reviewed annually and will take into account the following:

- **Premises** – This covers wear and tear on the building and equipment and the cost of any additional clean up or clearing away.

- **Heating and Lighting** – These charges should normally be applied during the heating season i.e. October to April (inclusive) and cover the cost of heating and lighting the rooms used.

- **Administration Charge** – This reflects the Premises/Care-taking Staff and Admin staff costs to process the booking and to open and close the premises. If outside of normal working hours, this will be charged at an overtime rate commensurate with the hours required.

- **Consumables** – This reflects the cost of consumable items used during the hire, including, where applicable, cleaning materials, toilet supplies, paper products and other resources required to support the use of the premises. The cost of any additional or specialist consumables required by the hirer may also be charged separately.

- **Breakages and Damage** – The hirer will be responsible for the cost of repairing or replacing any equipment, fixtures, fittings or other property damaged or broken during the hire. Any such costs will be charged to the hirer and must be paid in full.

Hourly Rate	
Per Hour	£25
Half Day	
9am-1pm	£90 (inc 10% discount)
12am-4pm	£90 (inc 10% discount)
Whole Day	
08:30-3:30pm	£140 (incl 20% discount)

No charges will be made for the use of the school by the Parents & Friends Association.

Facilities

Organisations must provide their own first aid equipment and trained personnel. There are emergency AACs on site. The hirer must cover the cost of replacement if they are used in an emergency.

The School will:

- Ensure that the hirer is competent to use any equipment provided by the school and ensure that the equipment is in a safe condition.
- Advise the hirer of any known hazards in advance and request that the hirer notify the school of any hazards during the letting.
- Provide the hirer with details of emergency procedures, e.g. fire evacuation procedures and assembly points.
- Provide access to toilets and a telephone for emergency use.
- Provide the hirer with a school emergency contact telephone number.
- Identify areas which are not included within the hire and which areas are not to be accessed.
- After the letting, check that the premises have been left in a safe condition.

Cancellation of Bookings

The Hirer may cancel a booking by giving written notice to the School.

- Cancellations made **more than 28 days** before the date of hire will receive a full refund of any fees paid.
- Cancellations made **between 14 and 28 days** before the date of hire will receive a 50% refund of fees paid.
- Cancellations made **less than 14 days** before the date of hire will not be eligible for a refund.
- Any non-refundable deposits paid at the time of booking will be retained by the School.

The School reserves the right to cancel any letting where:

- The premises are required for school activities or emergencies.
- Adverse weather, utility failure, health and safety concerns, or circumstances beyond the School's control make the premises unavailable.
- The Hirer breaches any conditions of the Lettings Policy or Hirer Agreement.

Where the School cancels a booking, all fees and deposits paid in respect of that booking will be refunded in full. The School shall not be liable for any additional costs, losses, or compensation incurred by the Hirer as a result of the cancellation.

The School may, at its discretion, waive cancellation charges in exceptional circumstances.

Complaints

Complaints should be, in the first instance directed, in writing to the Headteacher. If the matter is not resolved satisfactorily for all concerned the compliant should make due regard to the school's complaint procedures.

If the hirer does not adhere to the regulations regarding the hiring of the school premises, then no further bookings will be allowed and charges may be incurred.

Health and safety

Vaping and smoking is not permitted on site at any time.

Dogs are not permitted on site.

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APPLICATION FOR THE PRIVATE HIRE OF EDUCATIONAL PREMISES

I, _____ , hereby, make the following application to hire premises at Monksmoor Park CE Primary School as outline below.

Booking Details

Name of club, society or association:	
Booking Date	From: _____ / _____ /20_____ To: _____ / _____ /20_____
Booking Times	From: _____ : _____ AM / PM To: _____ : _____ AM / PM
Recurring booking (please circle):	Yes / No
If yes, please select the frequency/days required:	Weekly / Monthly M, T, W, T, F
Purpose of Hire (Please provide full detail):	
Contact details for confirmation and billing (Email Address):	

Facilities for the above hire (Select all that apply. Any facilities not booked will not be available)

Facilities Requested for Hire			
Hall		Playing field (not including forest school)	
MUGA		Staff room - access to water	
Playground		Other (description)	

Quote for Charges for Booking (In accordance with detail contained within the policy)

	For Office Use Only
Quote Total: Per Session (for reoccurring bookings only)	£ _____ £ _____

Declaration and Confirmation

Hirer Declaration	
I am aware of the current Lettings Policy Terms and Conditions, Hire Charges and hereby undertake to be responsible to the Rutland Learning Trust for the Letting and the cost incurred. I further undertake to ensure that the general regulations of the DfE Governance Handbook and the terms and conditions affecting the use of educational premises are complied with. I have received and read the schools emergency procedures, and provided the school in writing with assurances that we have the appropriate policies and procedures in place to safeguard and protect children. *Regular hirers are asked to confirm to the school, towards the end of their hiring, the last day on which they require the facility.*	
Signed:	
Print Name:	
Date:	
For and on behalf of:	
Name (printed)	
Address	Post Code:
Phone number	

	For Office Use Only
Booking Confirmed By	
Date	

(Original to be retained by the School/copy to be retained by the Hirer)