Lettings Policy

Approved by:	FFR Committee
Review Cycle:	Annually
Last reviewed:	Autumn 2026
Policy overseen by:	Finance & Facilities Manager (EDO)

1. Purpose

Crown Lane School recognises the value of making its facilities available for community, educational, recreational and commercial use where appropriate. This policy sets out the principles, procedures and conditions governing the hire of school premises.

The objectives of this policy are to:

- Support community access to school facilities.
- Ensure that lettings do not interfere with the school's primary function of educating pupils.
- Generate income to contribute towards the maintenance and improvement of school facilities.
- Protect the safety, wellbeing and security of pupils, staff, visitors and hirers.
- Ensure compliance with safeguarding, health and safety and legal requirements.
- Protect the reputation, values and ethos of the school.

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2. Facilities Available for Hire

The following facilities may be available for hire, subject to availability and operational requirements:

Facility	Capacity	Charge
Main Hall	120 standing / 100 seated	£50.00 per hour
3G Astro Turf (50m x 30m)	Subject to activity	£50.00 per hour
Classroom	Up to 30 seated	£30.00 per hour
Meeting Room	Subject to room layout	£30.00 per hour
Playground Area	Subject to activity	£40.00 per hour
Kitchen	Authorised users only	£75.00 per hour

The school reserves the right to review and amend charges at any time.

3. Applications and Charges

All requests to hire school facilities must be submitted using the school's Lettings Application Form and sent to:

Rosa Barbara
Finance & Lettings Officer
rbarbara@crownlaneschool.co.uk

The school reserves the right to:

- Accept or refuse any application at its absolute discretion.
- Request supporting documentation, including Public Liability Insurance, risk assessments, safeguarding policies and DBS information where applicable.
- Require a refundable security deposit of £50.00.
- Recover the cost of any damage, loss or additional cleaning resulting from the hire.

Cancellations

The school reserves the right to cancel a booking by providing a minimum of fourteen (14) days' notice. In such circumstances a full refund will be issued.

Where a hirer cancels with less than fourteen (14) days' notice, any fees paid will normally be non-refundable.

The school shall not be liable for any consequential loss arising from the cancellation of a booking.

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4. Conditions of Hire

Use of Facilities

The hirer shall only use those areas specified within their booking confirmation.

The hirer, together with all participants, spectators, volunteers, employees, contractors and visitors attending the activity, must remain within the designated facilities and approved access routes at all times.

Access to any other part of the school site is strictly prohibited unless prior written permission has been granted by the school.

The hirer is responsible for ensuring compliance with this requirement and for supervising all persons attending the activity.

Unauthorised access to classrooms, offices, staff areas, storage rooms, plant rooms, kitchens (unless specifically hired), service areas or any other restricted locations may result in:

- Immediate termination of the booking.
- Removal from the site.
- Loss of deposit.
- Refusal of future hiring requests.

Responsibility of the Hirer

The hirer accepts full responsibility for all persons attending their activity, including:

- Participants
- Spectators
- Parents and carers
- Coaches and instructors
- Volunteers
- Contractors
- Visitors

The hirer shall ensure that all attendees:

- Comply with this policy.
- Follow any instructions issued by school staff.
- Behave in a respectful and responsible manner.
- Treat school facilities, equipment and property with care.

Security

The hirer is responsible for the supervision and conduct of all persons attending the activity and must ensure that no unauthorised persons gain access to the school premises.

The school retains overall control, possession and management of the premises at all times.

Health and Safety

The hirer shall:

- Be responsible for health and safety during the period of hire.
- Conduct activities in a safe manner.
- Ensure adequate supervision is provided at all times.
- Keep all emergency exits, access routes and fire doors clear.
- Report any accidents, incidents, hazards or damage immediately.
- Comply with all relevant health and safety legislation and guidance.
- Familiarise themselves with and follow the school's emergency evacuation procedures.

Respect for Neighbours

The school is located within a residential area and all hirers are expected to show consideration towards neighbouring residents and properties.

The hirer shall ensure that:

- Noise is kept to a reasonable level at all times.
- Participants leave the premises promptly and quietly following the activity.
- Attendees do not congregate outside the school unnecessarily.
- Vehicles are parked responsibly and legally.
- Vehicle engines are not left idling unnecessarily.
- Litter is removed and disposed of appropriately.
- All activities finish at the agreed time.

Persistent complaints from neighbours may result in the withdrawal of current or future bookings.

Kitchen Hire

Where the kitchen is hired:

- The hire charge shall be £75.00 per hour.
- The kitchen may only be used for food preparation and related activities.
- The hirer shall comply with all relevant food hygiene legislation and guidance.
- Food handlers must hold appropriate qualifications where required.
- The kitchen must be left clean, safe and tidy following use.
- Any damage, breakages or additional cleaning costs will be charged to the hirer.
- The school accepts no liability for food prepared, served or consumed during the letting.

Insurance

Regular hirers must maintain appropriate Public Liability Insurance and provide evidence of cover upon request.

The school may refuse or cancel a booking where adequate insurance arrangements are not in place.

Damage and Cleaning

The hirer shall:

- Leave the premises in the same condition in which they were found.
- Remove all rubbish generated during the activity.
- Return furniture and equipment to its original position.
- Report any damage immediately.

The hirer shall be liable for the cost of repairing or replacing any damaged property, fixtures, fittings or equipment.

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5. Prohibited Activities

The following activities are not permitted on school premises:

- Political meetings, rallies, demonstrations, campaigns or fundraising events.
- Activities promoting political parties, political candidates or political causes.
- Activities that promote extremism, hatred, discrimination or unlawful conduct.
- Gambling activities.
- The sale, distribution or consumption of alcohol unless authorised in writing by the school.
- Smoking, vaping or the use of tobacco products anywhere on the school site.
- Illegal drugs or controlled substances.
- Fireworks, pyrotechnics, sky lanterns or naked flames.
- Activities that may bring the school into disrepute.
- Activities likely to cause nuisance, disturbance or inconvenience to local residents.
- Any activity that conflicts with the school's values, safeguarding responsibilities or statutory duties.

The school operates a zero-tolerance approach to unlawful, discriminatory, extremist or reputationally damaging activity and reserves the right to refuse or terminate any booking where such concerns arise.

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6. Safeguarding

Crown Lane School is committed to safeguarding and promoting the welfare of children and young people. All hirers are expected to share this commitment.

The hirer shall:

- Ensure appropriate safeguarding and child protection arrangements are in place.
- Hold and implement suitable safeguarding and child protection policies where required.
- Ensure all relevant staff and volunteers have undergone appropriate DBS checks.
- Provide copies of safeguarding documentation upon request.
- Ensure children and young people are appropriately supervised at all times.
- Prevent unauthorised access to any area outside the designated hired facilities.
- Report any safeguarding concerns immediately to the school's Designated Safeguarding Lead or nominated representative.

Failure to comply with safeguarding requirements may result in the immediate termination of the hire without refund.

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7. Liability and Indemnity

The hirer shall indemnify and keep indemnified the school against all claims, losses, liabilities, costs, expenses or proceedings arising from:

- Damage to school property.
- Injury to any person attending the activity.
- Breaches of this policy.
- Acts or omissions of the hirer or those attending the activity.

Nothing in this policy shall exclude liability where such exclusion is prohibited by law.

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8. Review

This policy will be reviewed periodically by the Finance & Facilities Manager and updated as necessary to reflect changes in legislation, operational requirements and best practice.

Contact Details

Rosa Barbara
Finance & Lettings Officer
Crown Lane School
Email: rbarbara@crownlaneschool.co.uk

LETTINGS BOOKING FORM

Before completing this form, please familiarise yourself with the School Lettings Policy, including the terms and conditions of hire and applicable charges.

For enquiries, please contact **Rosa Barbara** at **rbarbara@crownlaneschool.co.uk**.

Applicant Details

Name of Applicant/Organisation: _____

Company/Charity Number (if applicable): _____

Contact Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Preferred Method of Contact: ☐ Telephone ☐ Email

Booking Details

Purpose/Activity: _____

Area(s) Requested for Hire: _____

Date of First Hire: _____

Time Required: From _____ To _____

Booking Type: ☐ One-Off ☐ Recurring

If recurring, please state frequency and duration: _____

Expected Number of Participants: _____

Equipment

Equipment Required from the School: _____

Equipment Provided by the Hirer: _____

Safeguarding

Please provide details of the safeguarding and child protection arrangements in place:

_____
_____
_____

Insurance

Do you hold Public Liability Insurance? ☐ Yes ☐ No

Insurance Provider: _____

Policy Number: _____

Declaration

I confirm that the information provided is accurate and that I have read and agree to comply with the Crown Lane School Lettings Policy and Terms and Conditions of Hire.

Name: _____

Signature: _____

Date: _____

Please return this completed form to **rbarbara@crownlaneschool.co.uk**. We will contact you regarding the outcome of your application and any further information required.