



OVERARCHING LETTINGS POLICY

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1. INTRODUCTION

The Hope Learning Community Trust and its establishments recognise their role at the heart of the local community. The Trust is committed to enabling the use of its premises by external organisations, provided this aligns with its values and statutory responsibilities.

The Trust and its establishments will ensure that all children, young people and adults using Trust premises outside normal hours are safe and treated with dignity and respect.

Responsibility for lettings sits with each establishment's Local Governing Body (or equivalent), under the oversight of the Trust. Day-to-day administration is delegated to the Headteacher and School/Academy Business Manager.

2. GENERAL PRINCIPLES

- All lettings must support community engagement without compromising the primary purpose of the Trust's establishments.
- Safeguarding and health & safety requirements are paramount.
- Hirers must comply with all relevant statutory and Trust policies.
- Charges will be applied in accordance with a Trust-approved scale.

Where income is received, establishments must ensure that all associated costs (e.g. staffing, utilities, cleaning) are appropriately recovered.

3. APPLICATION PROCESS

All hirers must:

- Complete a lettings application form (APPENDIX A) (reviewed at least annually for long-term bookings).
- Receive and agree to the Trust's terms and conditions of hire.

Approval by the Headteacher/ Head of School/College will include:

- *Agreement of charges
- Verification of signed application documentation.
- Safeguarding checks where activities involve children or vulnerable adults.
- Confirmation that the hirer has an appropriate child protection policy.
- Provision and acknowledgement of the Trust's safeguarding procedures.
- Confirmation of public liability insurance and any required licences.
- Assurance that the hirer understands all responsibilities.

Charges will be set by the Headteacher within the Trust's agreed framework. Any significant variation will be agreed in line with Trust financial procedures.

The Local Advisory Committee may review lettings activity and community use as part of its monitoring role.

4. BOOKINGS

- All bookings will be recorded by the School/college Office Manager.
- Payment in advance is required for one-off bookings and new hirers.
- Deposits may be required and will be refunded where appropriate.

5. PAYMENTS AND DEBT MANAGEMENT

- Invoices will be issued where payment is not made in advance.
- Standard payment terms are 30 days from invoice/date of hire.

If payment is not received:

1. 30 days: First reminder issued; future bookings suspended.
2. 14 days later: Second reminder issued; escalation warning.
3. 14 days later: Case referred to the Trust Board for action (including potential legal recovery).

Bad debts will be written off only in accordance with Trust financial procedures.

6. CHARGES

- Charges for hire will be determined by the individual school/college.
- The applicable rates will be confirmed in writing at the time of booking.
- Additional charges may apply for staffing, cleaning, utilities, or specialist equipment.

7. CONDITIONS OF HIRE (SUMMARY)

7.1 General

- The person signing the application is the Hirer and is legally responsible.
- Bookings must normally be made at least 14 days in advance.
- The Trust reserves the right to refuse or cancel lettings.

7.2 Cancellations

- 14+ days notice: 50% charge.
- Less than 14 days: Full charge.
- Charges may be waived at the individual school/college's discretion.

7.3 Use of Premises

- Premises must be left clean, secure, and undamaged.
- Furniture/equipment must not be moved without permission.
- No alterations to buildings or systems are permitted.

7.4 Health, Safety and Safeguarding

- Hirers must comply with all safeguarding legislation.
- Adequate supervision must be provided for events involving children.
- Risk assessments may be required.

7.5 Insurance and Liability

- Minimum public liability insurance: £5,000,000.
- The Trust accepts no liability for loss, damage, or injury unless negligent.
- Hirers indemnify the Trust against all claims.

7.6 Conduct and Legal Compliance

- Activities must comply with all laws including:
 - o Licensing Act 2003
 - o Children and Young Persons Act 2008
 - o Equality legislation
- Alcohol, entertainment, or licensable activities require appropriate licences.

7.7 Property and Damage

- Any damage must be reported and paid for by the hirer.
- Deposits may be retained to cover costs.

8. STATUTORY REQUIREMENTS

Hirers must ensure compliance with:

- Licensing requirements for events
- Safeguarding responsibilities
- Gambling and gaming legislation where applicable

The Trust reserves the right to terminate any letting where legal or policy breaches occur.

9. FINAL APPROVAL

This policy is adopted across all Hope Learning Community Trust establishments and should be read alongside:

- Safeguarding Policies
- Health & Safety Policy
- Financial Regulations



APPENDIX A: HOPE LEARNING COMMUNITY TRUST APPLICATION TO HIRE PREMISES

Please complete this form fully. The person signing this form will be responsible for the booking and all associated charges.

1. ESTABLISHMENT DETAILS

Name of School / College to be hired:

Specific area (if known, e.g. hall, sports hall, classroom):

2. APPLICANT DETAILS

Full Name (Block Capitals):

Organisation (if applicable):

Address:

Postcode: _____

Telephone (Day): _____

Telephone (Evening): _____

Mobile: _____

Email Address: _____

3. PURPOSE OF HIRE

Please describe the activity/event:

Is the event:

☐ Private ☐ Public

Will any profit be made?

☐ Yes ☐ No

If yes, please provide details:

4. FACILITIES REQUIRED

Indoor Facilities (tick as required):

- ☐ Hall
- ☐ Classroom(s)
- ☐ Meeting Room
- ☐ Sports Hall / Gym

Outdoor Facilities (if available):

- ☐ Playground
- ☐ Field
- ☐ Other: _____

Additional Requirements:

- ☐ Tables
- ☐ Chairs
- ☐ Kitchen Use (limited use unless agreed)

Other:

5. DATE AND TIME DETAILS

Day(s): _____

Date(s): _____

Start Time: _____ **End Time:** _____

Frequency:

☐ One-off ☐ Weekly ☐ Monthly

6. DETAILS OF ACTIVITIES

Will the event include (tick all that apply):

- ☐ Music
- ☐ Dancing
- ☐ Performance (theatre/film)
- ☐ Sporting activity
- ☐ Sale or consumption of alcohol

If alcohol is involved, licence provided:

- ☐ Yes ☐ No

Provide details of any specialist or high-risk activities (e.g. lighting, props, equipment, inflatables, etc.):

7. SAFEGUARDING (IF APPLICABLE)

Will children or vulnerable adults be present?

- ☐ Yes ☐ No

If yes:

- Name of responsible lead: _____
- Number of attendees under 18: _____
- Will staff/volunteers be DBS checked?
☐ Yes ☐ No

You must provide a copy of your safeguarding/child protection policy.

8. INSURANCE

Public Liability Insurance held?

- ☐ Yes ☐ No

Insurance provider: _____

Policy number: _____

(£5,000,000 minimum cover required)

9. PAYMENT DETAILS

- ☐ I agree to pay all charges in accordance with the Trust's lettings policy
- ☐ I understand that a deposit or full payment may be required in advance

10. DECLARATION

I confirm that:

- I am over 18 years of age
- I have read and agree to the Trust's **Conditions of Hire**

- I agree to comply with all safeguarding, health & safety, and legal requirements
- I accept full responsibility for the use of the premises during the hire period

Signature: _____

Name (Print): _____

Date: _____

OFFICE USE ONLY

Approved by: _____

Position: _____

Date: _____

Charges agreed: £ _____

Deposit required: ☐ Yes ☐ No

Insurance verified: ☐ Yes ☐ No

Safeguarding documents received: ☐ Yes ☐ No