ARCHBISHOP TENISON'S CHURCH OF ENGLAND HIGH SCHOOL

LETTINGS POLICY

1. ADOPTION

The Governing Body at Archbishop Tenison's School have adopted the lettings policy set out below.
This to be reviewed when costs and changes are implemented or every 3 years whichever occurs first.

2. INTRODUCTION

The Governing Body of Archbishop Tenison's Church of England High School believes that the use of the school premises by individuals, groups and organisations representing or drawn from its wider community should be welcomed and encouraged, subject to certain conditions. All such use must be consistent with the aims of the school and serve to build, renew or reinforce relationships between the school and the community it serves. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils. Any lettings of the premises to outside organisations will be considered with this in mind.

2.1 DEFINITION OF A LETTING

A letting may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

2.2 CHARGES FOR A LETTING

The Governing body is responsible for setting the charges for the letting of the school premises, as set out in the approved scale of lettings charges (Appendix A). A charge will be levied which covers the following:
- Cost of services (heating and lighting)
- Cost of staffing (caretaking and cleaning – including "on-costs")
- Cost of administration
- Cost of school equipment (if applicable)
- Profit element (if applicable)

3. APPLYING TO USE THE SCHOOL

Applying to use the school premises should be made to the School Finance Manager and the Letting Agreement should be filled in at least 21 days before the. The Headteacher is responsible to the Governing Body for ensuring that the use of the site is consistent with the aims and ethos of the school, that all arrangements are well managed and that all activities on the school site are conducted in a way which maintains good relationships with the neighbours and the school's good reputation of the local community.

The School Finance Manager will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The School Finance Manager is responsible for the management of lettings, in accordance with the school's policy, but the Headteacher retains overall responsibility, reporting to the Governing Body on a regular basis.

If the School Finance Manager/Headteacher has any concern about the appropriateness of a particular request for a letting, he/she will consult the Chair of Governors, who has the authority to determine the issue on behalf of the Governing Body.

The Governing Body 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.

4. LETTING AGREEMENT

Once a letting has been approved, a letter will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions (Appendix B) and the letting agreement (Appendix C).

The letting agreement needs to be signed and returned to the school before the letting can take place. It should be signed by a named individual, and the agreement should be in their name, giving their permanent private address.

The named individual applying to hire the premises will be invoiced for the cost of the letting.

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

4.1 TERMINATION OF LETTING AGREEMENT

The Headteacher, or the Chairman of the Governing Body, has the immediate power to terminate any letting agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

5. SAFEGUARDING

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied, then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

APPENDIX A

SCALE OF CHARGES 2026-27

Room Hire	
Up to 8 rooms	**£25 per hour**
8 and above rooms	**£20 per hour**
Room 2 (Extra-large room)	**£40 per hour**
Hall Hire	
Day Hourly rate	**£70 per hour**
Evening hourly rate (5.00pm to 11.00pm)	**£80 per hour**
Full day hire (8.00am to 5.00pm)	**£65 per hour**
Sixth Form Centre	
Day Hourly rate:	**£45 per hour**
Evening hourly rate (5.00pm to 11.00pm)	**£55 per hour**
Full day hire (8.00am to 5.00pm)	**£40 per hour**
Drama Studio/Library/Dining Hall:	
Day Hourly Rate:	**£40 per hour**
Evening hourly rate (5.00pm to 11.00pm)	**£50 per hour**
Full day hire (8.00am to 5.00pm)	**£35 per hour**

Notes:
(i) For evening hall hire the premises must be vacated before 11.00pm
(ii) Hall hire includes use of reception area

APPENDIX B

TERMS AND CONDITIONS OF LETTING OF THE SCHOOL PREMISES

These terms and conditions must be complied with.

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

1. STATUS OF THE HIRER

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The letting 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.

2. DISCLOSURE AND BARRING SERVICE CHECKS

It may be necessary for the hirer to undergo a disclosure, and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with the DBS Code of Practise.

When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practise and report to the school any safeguarding concerns which may arise.

The hirer will be required to provide evidence that DBS checks have been carried out on request.

3. INDEMNITY AND INSURANCE

Lettings are made on the agreement that the Governing Body are 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 employees of the Governing Body (refer to Lettings Indemnity Form – Appendix D).

The hirer shall insure, with a reputable insurance office approved by the Governing Body, 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 himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.

Unless specifically agreed by the Governing Body, the insurance cover shall provide a limit 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 let of the premises.

The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Headteacher, Governing Body within seven days of a request.

Neither the school nor the Local Authority shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

4. 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 affected in respect of the premises from time to time.

5. LICENSES AND PERMISSIONS

The hirer shall be responsible for obtaining any public licenses necessary in connection with the booking and should confirm with the school the licenses they hold.

Permission or license must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's License authorising entertainment, or by applying for a Temporary Event Notice.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the governors against all sums of money which the governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

6. PUBLIC SAFETY

All conditions attached to the granting of the license, stage play or other licenses and 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:

a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access at all times.
b) Fire – fighting apparatus shall be kept in its proper place and only used for its intended purpose
c) The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher
d) The hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
e) Performances involving danger to the public shall not be permitted
f) 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 Governing Body
g) No unauthorised heating appliances shall be used on the premises
h) All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Governing Body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
i) Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

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 letting.

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.

6.1 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.

6.2 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 is not available.

6.3 FURNITURE AND FITTINGS

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the 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, is permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair required.

Hall floors are used by children for physical education, and no substance is to be applied to 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.

6.4 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.

6.5 KITCHEN/FOOD PREPARATION, FACILITIES AND EQUIPMENT

Third parties shall only be permitted to share use of kitchens and/or equipment where a member of the school's staff is available to supervise such use and subject to reimbursement of the resultant staff costs.

6.6 INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Headteacher/Governing Body, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the letting.

6.7 SMOKING

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

6.8 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.

6.9 NUISANCE/DISTURBANCE

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

6.10 DISPOSAL OF WASTE

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

6.11 ANIMALS

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

6.12 RULES

The hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

6.13 CHARGES AND CANCELLATIONS

The hirer acknowledges that the charges are as set out in the letting agreement, including any review arrangements specified. The letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. It is the hirer's responsibility to notify people appropriately of any changes in dates or venues at least a week in advance.

The Governing Body will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the Governing Body 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 Governing Body as to whether a letting should be cancelled shall be binding on the hirer.

Where payment for the hiring of the school facilities is not reached by the prescribed deadlines, and/or without prior agreement by the Finance Manager the Governing Body reserves the right to terminate the letting with notice of one week. The Governing Body will not accept any responsibility for any loss, or other expenses, however incurred by the hirer, in the event of the cancellation of the letting because of the circumstances described above. The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the hirer.

It is the hirer's responsibility to notify its club members appropriately of the withdrawal of the school facilities in the event of the letting being cancelled for the reason outlined above

6.13 SUB-LETTING

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

6.14 STORAGE ANCILLARY TO THE LETTING

The permission of the Governing Body/Headteacher must be obtained before goods or equipment are left or stored on the premises, except that the Headteacher is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

6.15 LOSS OF PROPERTY

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

6.16 CAR PARKING

Cars shall not be parked to cause an obstruction at the entrance to, or exits from, the school. In particular 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 takes no responsibility for any loss or damage while parked on the school site.

6.17 TOILET FACILITIES

Access to the designated school's toilet facilities is included as part of the letting arrangements.

6.18 RIGHT OF ACCESS

The Governing Body reserves the right of access to the premises during the letting for emergency or monitoring purposes (The Headteacher or members of the Governing Body from the Finance Committee may monitor activities from time to time).

6.19 VACATION OF PREMISES

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

6.21 CCTV SURVEILLANCE

The school premises are monitored by CCTV for the purposes of security and safeguarding. The CCTV system operates continuously, and recordings are retained in accordance with the school's CCTV policy, which complies with data protection regulations (GDPR). By entering into a letting agreement, the hirer agrees to the following:

- The hirer acknowledges the presence of CCTV on the premises and understands that activities conducted in public areas of the school may be recorded.
- The hirer shall inform all attendees or participants of their event or activity that CCTV is in operation.
- The use of CCTV footage is restricted to authorised personnel and may only be accessed or used in accordance with the school's policy and relevant data protection laws. Any requests for access to footage must be made in writing and will be considered on a case-by-case basis.
- The school reserves the right to provide CCTV footage to law enforcement agencies or other authorised bodies as necessary, for security or legal purposes.

Failure to comply with these terms may result in the termination of the letting agreement and may lead to further legal actions if necessary.

APPENDIX C

LETTING AGREEMENT

(Please complete this form in block capitals)

- Name of organisation _____
- Address of organisation _____
(for invoicing purposes)

_____

_____

- Applicant responsible for hire Mr/Mrs/Miss_____
(the applicant must be over 18)
- Address of applicant _____

_____

_____

- Contact Number(s) _____
- Email address _____
- Purpose of letting _____

_____

- Number of persons attending _____

- Area(s) proposed to be hired

Main Hall	☐	6th Form Centre	☐
Dining Hall	☐	Drama Studio	☐
Classrooms	☐	Quantity _____	
Room 2	☐		

- Other requirements
(e.g. chairs set out, equipment, etc) _____

- Will you need to bring any of your Own equipment into the school? Yes ☐ No ☐
- If yes, please provide details _____

_____

(Any electrical equipment brought by the Hirer onto the school site MUST comply with the LA code of practice for portable electrical appliance (PAT testing) or have a certificate of safety from a qualified electrical engineer)

- Dates and times for Hire/Function Date: _____

Time: from _____ to_____

(Please note: You must include sufficient time to prepare the areas hired and clear up at the end of hire when indicating the hours you require)

Public Liability Insurance of £5 million is a requirement for all users of the School's facilities, and a copy as evidence of such insurance must be provided by all lets, and on an annual basis for regular lets.

- Have you insurance to cover the event? Yes ☐ No ☐
- Copy of Public Liability Insurance provided? Yes ☐ No ☐

For private individuals and societies who do not hold Public Liability Insurance, a full indemnity of £5 million will need to be arranged at a cost of 12% of the hiring charge. This fee will be passed on to you, the hirer, at cost.

- Do you require us to arrange Public Liability Insurance? Yes ☐ No ☐

- Agreed cost of Hire _____
- Additional costs if applicable _____

For ad-hoc lettings, an invoice will be sent 21 days prior to the event taking place. All other lettings will be invoiced monthly in arrears.

Preferred payment via BACS
Account Number: 58773997
Sort Code: 56-00-46
Account Name: London Borough of Croydon Archbishop Tenison's School
Alternative payment method via cheque to: Archbishop Tenison's CE High School

SAFEGUARDING

The hirer agrees that systems are in place with regard to safeguarding measures as per the lettings policy:

- Name: _____
- Name of Organisation: _____
- Purpose of Letting: _____
- Signature: _____
- Date: _____

APPENDIX D

LETTINGS INDEMNITY FORM

INSURANCE COVER – To comply with the conditions of the hiring agreement. I hereby indemnify the school against any claims made against it arising from the use of 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 under:

- Policy Number _____
- Expiry Date _____
- Name and Address of Insurance Company: _____

  _____

  _____
- Indemnity Limit: _____
- Signature: _____
- Date: _____

DECLARATION (Please read before signing)

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I do hereby agree to pay the charges due as required, and to indemnify Archbishop Tenison's CE High School against any liability whatsoever which may arise out of the hire of the premises to me. I certify that the premises and grounds will be used only for the purpose stated and that the appropriate insurance has been affected to the amount of £5 million as per the London Borough of Croydon requirement and in accordance with the Terms and Conditions. I confirm that any and all electrical and other items brought on site are done so at my own risk, and will be appropriately insured, and that all electrical items will be PAT test compliant and/or certified by a qualified electrical engineer.

I am over 18 years of age

- Signature (on behalf of the Hirer) _____
- Print Name _____
- Date _____

It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the governors and that the applicant has been informed accordingly.

- Signed (on behalf of Archbishop Tenison's CE High School) _____
- Print Name _____
- Date _____