



# Holly Park School Lettings Policy

## **1 Rationale**

- 1.1 The Governing Body welcomes the use of the school's facilities outside normal school hours, or during school hours where appropriate, by groups within the local community. In agreeing a letting, the Governors will give due regard to the protection of the legitimate rights and interests of the local authority, the purposes of the group represented by the hirer, the amenities in the local area and the welfare of local residents.

## **2 Equal Opportunities and Inclusion**

- 2.1 It is the aim of the school to operate a fair and inclusive policy at all times. We welcome inquiries from potential hirers, and will consider all applications, regardless of the hirer's gender, ethnicity, physical disability, linguistic or cultural background. We recognise that certain groups and individuals may be discriminated against and therefore are strongly committed to positive action to ensure the building and grounds are fully accessible to all potential users. In general, the Governing Body welcomes sports and exercise classes, educational classes and cultural, religious and social activities.
- 2.2 Lettings may be made to individuals, groups or organisations at the discretion of the Governing Body.
- 2.3 The Governing Body requires that all lettings are undertaken with the understanding that the hirer adheres to the school's principles of inclusion and equality of opportunity as outlined in the school's policies.
- 2.4 The school is not a platform for extremists and therefore will not be let out to any group where there is suspicion of extremism or radicalisation.

## **3 Safeguarding**

We will ensure that our school premises will not be a platform for extremists. Speakers to the school will need prior approval from the Headteacher and they will be subject to the appropriate safeguarding checks. Use of school premises for lettings will be monitored and any behaviours found not to be in keeping with safeguarding policy will result in a termination of the letting contract and possible contact with the police and local authority.

All hirers must state the purpose of the hire. Each application will be vetted and any concerns will be reported to the Headteacher and/or Chair of Governors prior to approval.

When determining whether to approve an application, the following factors will be taken into consideration:

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

If at any time and for any reason there are concerns in relation to a safeguarding, child protection or the prevent duty the governors 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.

## **4 Aims**

- To safeguard the needs of pupils within the school above the consideration of lettings at all times
- To provide a fair system for determining lettings
- To maintain a safe and secure environment for all users of the site
- To ensure the school is well maintained, clean, tidy and ready for use at all times
- To encourage community use of the school
- To maintain a good reputation for the school within the community by ensuring high standards of behaviour by those using the premises during letting

## **5 Roles and Responsibilities**

### **5.1 THE GOVERNING BODY**

- To develop the lettings policy in accordance with the legislative and LA requirements
- To ensure that the policy is maintained and reviewed. This will be delegated to the finance & premises committee
- To delegate the day-to-day management of the lettings policy to the head teacher
- To communicate the policy and procedures to the potential hirers
- To organise lettings with regard to commitments of the site manager and ensure a healthy work/life balance for those directly involved with lettings
- To monitor the success of lettings and take immediate action should any difficulties arise

### **5.2 THE LETTINGS ADMINISTRATOR (Office Manager)**

- To administer lettings in accordance with the policy
- To keep up to date records of all lettings
- To liaise with Sharesy

### **5.3 THE SITE MANAGER (Or Assistant Caretakers)**

- To be available to hirers throughout the period of the letting
- To ensure the school has been left fit for purpose by the hirers immediately after the letting before the hirers have left the premises – that rubbish is cleared, floors swept and mopped and furniture etc is put back in its original position.

- To report any health and safety concerns, accidents or other incidents to the head teacher immediately
- To secure the premises immediately after the letting

#### 5.4 THE HIRER

- To have filled in the relevant forms and have paid the required cost through Sharesy.
- To set out all equipment as they want it and to put it back at the end of the letting
- To follow school rules with regard to smoking on site etc
- To take their own safeguarding measures with regard to any entertainer etc they may hire
- To ensure reasonable behaviour of all visitors during the letting period
- To pay for any damage caused during the letting
- To follow advice given by the site manager or Assistant caretakers
- To contact the site manager if there are any problems
- To take responsibility for the safety of all visitors during the letting
- To make the school ready for pupil use by cleaning any areas used by the hirers and clear away rubbish immediately after the letting

## **6 Implementation**

6.1 The policy, procedures and conditions for hire will be made available to potential hirers  
Currently ALL lettings are done via Sharesy.

The school liaises with Sharesy in regard to all lettings  
Sharesy deal with bookings, insurance, payments etc

#### 6.2 SCHOOL AREAS FOR HIRE AND FACILITIES INCLUDED

Hall, dining hall, children's toilets, adult visitors' toilets, playgrounds, ball area, car park and any other areas as deemed appropriate by the Headteacher

#### 6.3 TELEPHONE ACCESS

It will be a condition of the let that the hirer will provide a mobile telephone number for use in emergencies, and inform the lettings administrator of the contact number

#### 6.4 TIMES OF LETTINGS

Lettings will only be considered outside school hours

Lettings outside term time will be considered on an individual basis

#### 6.5 CHARGING

Lettings will normally be by the hour. The hourly letting charge is set and reviewed annually by the Governing Body

Standard hire charges may be waived or reduced at the discretion of the Governing Body in advance.

Letting prices are available to be seen on the Sharesy website.

Sometimes Sharesy do discounts, offers and packages – these are advertised on their website and agreed first with the school.

Any hirer who does not vacate the premises at the agreed time will be charged an additional hour (or more if appropriate)

Lettings during the school day for clubs (since February 2024) are charged at a set price for lunchtime clubs and a set price for after school clubs. These are reviewed annually.

## 6.6 HEALTH AND SAFETY

All hirers should ensure they have adequate insurance for their attendees. Where this does not apply, a charge for insurance will be applied in addition to the lettings charge

Hirers are responsible for ensuring that their activities are appropriately supervised

A basic first aid kit is available from the Site Manager.

All hirers will be made familiar with the emergency evacuation procedures, the location of the nearest emergency exits, fire extinguishers and fire alarms by the Site Manager. Copies of the emergency evacuation routes are posted in all rooms.

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Any special requirements for a particular hire, such as footwear or use of school equipment such as PE apparatus, should be discussed at the time of hire. Unauthorised use of school equipment or apparatus may be regarded as grounds for terminating the letting

## 6.7 THE ADMINISTRATION PROCESS

All enquiries should be referred to Sharesy.

They will manage the bookings process

Any Hirer who does not vacate the premises at the agreed time will be charged for the additional letting time at the minimum of an additional hour.

During the let, a designated school employee will be available and will note the time at which the hirer vacated the facility. If this time is different to the time that the hirer booked and was invoiced for, then an additional charge will be levied or a deduction made from the indemnity deposit as appropriate. This will also be the case if a note is made of any damage or if extra cleaning is required.

## 6.8 INSURANCE

We are insured with Barnet Insurance.

For lettings, this is third party hirers liability.

10% of the letting amount covers insurance for the letting.

The school passes this money on to the insurance company as requested.

Insurance is therefore covered in the cost of the hire.

## 6.9 CANCELLATION

Lettings may be subject to cancellation with reasonable notice by the school.

## **7 COMPLAINTS**

Letting concerns

If the school has concerns about a let, the following procedures will be followed:

- A representative of the Governing Body will verbally raise concerns with the named hirer.
- The situation will be monitored for two sessions to allow issues to be addressed.

- If the situation remains unresolved, the hirer will receive written notification of the concern and a further two sessions will be given to allow the hirer to address the situation.
- If the matter remains unresolved, the hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

**If the hirer breaks the conditions of usage the let can still be terminated immediately.**

Complaints about Bookings or Agreements - If a hirer has concerns or wishes to complain about a let, the following procedures should be followed:

- Discuss with Sharesy as a first point

**Third Party Complaints**

- If the school receives a complaint from a third party, the Governing Body will be notified of the complaint.
- The matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant within 10 working days.
- If any further correspondence is received, the matter will be placed on the next appropriate Governing Body Committee. A final response will then be sent by the Chair of the Governing Body explaining the final outcome.

## **8 Monitoring and Evaluation**

- 8.1 For long term lettings there will be a review of the success of the letting at the end of each half term between the site manager and the head teacher. The Headteacher will immediately address any issues arising. There will be a review after each one-off letting.
- 8.2 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Finance & Premises Committee.
- 8.4 This policy will be reviewed every two years



### **Document Control**

#### **Revision History**

Version	Revision Date	Revised By	Revision
1.0	Spring 2015	Premises Committee	Reviewed
1.1	Spring 2016	Ann Pelham	Reviewed following Prevent Training
1.2	Spring 2017	Premises Committee	Reviewed
1.3	Spring 2018	Premises Committee	Reviewed
1.4	Spring 2019	Premises	Reviewed

		Committee	
1.5	Spring 2020	Premises Committee	Reviewed
1.6	Spring 2021	F&P Committee	Reviewed
1.7	Spring 2022	F&P Committee	Reviewed
1.8	Spring 2023	F&P Committee	Reviewed
1.9	Spring 2025	F&P Committee	Reviewed

**Signed by**

	Name	Signature	Date
Headteacher	Ann Pelham		Spring 2025
Chair of Governors	Clare Hegarty		Spring 2025

**Distribution**

**Shared with**

- Staff via school server
- Parents via Website
- Governors via committee meetings

**Date for next review**

Spring 2027

Appendix 1

**Holly Park School**

**SHARESY SCALE OF CHARGES**

SCHOOL AREA	ADDITIONAL FACILITIES	After 6.30 p.m.	Weekends or Holidays
School Hall	Adult toilet in foyer	£45	£45
Dining Hall	Children's toilets and Adult toilet in foyer	£45	£45
Playground	Children's toilets Disabled toilet	£45	£45

Ball Area	Children's toilets Disabled toilet	£45	£45
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