

# The Hyde School



## Lettings/Lease Policy

<b>Approved by:</b> Philippa Saving	<b>Date:</b> September 2025
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## 1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations.
- Allow the hiring of the premises without using the school's delegated budget to subsidise this.
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school.
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils.
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s).

## 2. Areas available for hire

### 2.1 Available areas

The school will permit the hire of the following areas:

- **School Hall** - access to the kitchen can be considered.
- **Toilets** - there are two toilets available along the corridor leading to the hall.
- **Parking** – there is on site parking.
- **School Playground** - the playground may be used if it is required.

### 2.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

Area	Capacity
<b>Large School Hall</b>	<b>137 m<sup>2</sup></b> <b>Holds approx. 114 people</b>
<b>Small School Hall</b>	<b>79 m<sup>2</sup></b> <b>Holds approx. 65 people</b>
<b>Combined Hall</b>	<b>216 m<sup>2</sup></b> <b>Holds approx. 180 people</b>
<b>Classroom</b>	<b>59 m<sup>2</sup></b> <b>Holds approx. 31 people</b>

### 3. Charging rates and principles

	Hourly Rate Mon - Fri 6pm to 10pm	Hourly rate Weekends/Bank Holidays 9am to 5pm
Non-profit making	£40	£50
Profit making	£50	£60

#### 3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates.

#### 3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 days' notice.

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 7 days' notice. If less notice than this is given, the hirer shall not be entitled to a refund.

#### 3.3 Review

The revenue raised from hiring out will be reviewed by the Headteacher and will be fed into the school's financial reporting, to ensure best value is being achieved.

### 4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the School Business Manager.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer

will also need to provide proof of its public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

## **5. Safeguarding**

- The Licensor is committed to safeguarding and promoting the welfare of children.
- The Licensee will ensure and confirm with the Licensor that they have appropriate safeguarding and child protection policies in place. The Licensor reserves the right to inspect such policies and procedures as it deems fit to ensure they are of an acceptable standard.
- The Licensee must immediately inform the Trust of any safeguarding or child protection incidents about which the Licensee becomes aware that takes place during the hire of the Property or as a result of the activities the Licensee carries out on the Property.
- The Licensee must comply with any reasonable safeguarding or child protection requirements made by the School during the period of hire.
- Where the Licensor receives an allegation relating to an incident that took place during the hire of the Property the Licensor will follow its safeguarding policies and procedures which may include informing the Local Authority Designated Officer of the incident.

## **6. Monitoring arrangements**

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

## Appendix 1: Lettings/Lease request form

If you have any questions, please contact the school office at [office@thehydeschool.co.uk](mailto:office@thehydeschool.co.uk)

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation Part of the premises requesting to be hired Date and time of first hire Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	

Please return this form via email to [office@thehydeschool.co.uk](mailto:office@thehydeschool.co.uk).