



TRINITY SCHOOL

Lettings Policy

1. Purpose and scope

Trinity School's facilities should be used for the benefit of its students and its community in a manner which is safe, in keeping with the school's ethos & values and supports the long-term charitable objectives of the school through the generation of additional income.

This policy outlines the terms and conditions for the hire or letting of school facilities (whether for a fee or not) for a variety of purposes, including meetings, sports activities, events, music recording and other functions.

2. General Principles

In hiring or letting out school premises, the following principles should be followed:

- a) priority must be given to school activities and any impact on the core operations of the school due to the hire or letting should be minimised;
- b) all hire must in full compliance with all applicable health & safety and safeguarding laws, as well as the school's own policies;
- c) ideally, all hire should be paid for: as much as possible, hire fees should be set to recover the incremental costs of providing the premises for hire (e.g. staff, electricity, heating, internet access, security, repairs and cleaning) and to generate income for the school's charitable objectives;
- d) due consideration should be given to supporting community, educational and charitable users by offering discounted rates, including in cases where the school would receive an ancillary benefit from the hire;
- e) the school, at its absolute discretion always reserves the right and without having to serve advance notice, to vary, cancel or otherwise change any hire or letting.

3. Specific Requirements

Each hire or let must comply with the following requirements:

Application form

A properly completed application form must be submitted by the Hirer; this should clearly set out (at minimum) the legal identity of the Hirer, purpose of hire, number of users / guests (including where children will be involved), operational requirements for the hire (including time, hours, areas used, equipment required, access to utilities) and any support required from the school (including assistance with opening/closing, carparking, IT and access to seating or other equipment).

Approval and legal contract

All hires / lettings (and the terms and conditions under which it is provided) require the approval of the Headmaster, whose decision is final. This approval authority can be delegated to the Bursar or the Sports Club Manager, depending on which school venue is being hired. All Hirers are required to abide by the school's Terms and Conditions for Lettings (available on the school website), which sets out the full terms and conditions of any hire. Of primary importance is that the Hirer is fully responsible for any damage caused during the hire and will be liable for any costs associated with repairing the damage.

Health & Safety

The school may require a risk assessment to be completed before any hire is accepted. This would typically apply when the hire involves a significant number of people, children, catering and where external equipment is brought on site (e.g. sound systems). This risk assessment should be reviewed by the school's Health and Safety Officer and forms part of the agreement with the hirer (i.e. compliance with the risk assessment is a critical part of the hire). The Hirer may be required to attend a safety briefing / induction meeting with the school before the hire commences so that they are aware of important safety information (e.g. which areas are part of the hire/which are off-limits, location of emergency exits, how to use school equipment safely).

Behaviour and Safeguarding

Misuse of the premises, physical or verbal abuse by the Hirers (or its members or guests) of school staff and exceeding the maximum number of guests per the application form (and/or risk assessment) may constitute in the letting being terminated and the cash good behaviour / damage bond (if applicable) being forfeited.

At all times, the Hirer must provide adequate supervision for the duration of the hire. This includes ensuring that children are supervised at all times, and that any activities taking place are appropriate for the age and ability of the participants. If a hire involves having children on site under the care of the hirer (such as a holiday camp where parents leave their children with the Hirer for the duration of the hire), the school may require the Hirer to have in place an adequate Safeguarding Policy as one of the conditions of accepting the hire.

Insurance

The school may, at its discretion, require that a Hirer purchase Public Liability Insurance as a condition of its hire. This will be at the Hirer's cost and the school will require evidence that it is adequate for the purpose of the hire; this should include a minimum liability value (at least £5m), that it fully covers the activities of the Hirer and that the beneficiary of the Public Liability Insurance policy is indeed the Hirer (and not a third party or a booking agent).

All hazardous activities, ie. pyrotechnics, use of smoke machines, activities involving a naked flame, etc, must be disclosed as part of the application, as the school is required to make prior disclosure to its own insurers.

Payment for the hire and good behaviour/damage bond

Payment for the hire must be received in full prior to the start of the hire. For larger hires, this should be received at least one month prior; for smaller, ad-hoc hires, it can be paid on the day but under no circumstances can the hire commence before the school receives the full hire fee. In addition, for larger hires, a cash good behaviour /damage bond of £500 is required from the Hirer. This will be returned, less any deductions as detailed above, after the premises have been inspected by the school.

4. Compliance and monitoring

Author / Reviewer:	Mr Dave Navarro, Bursar
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