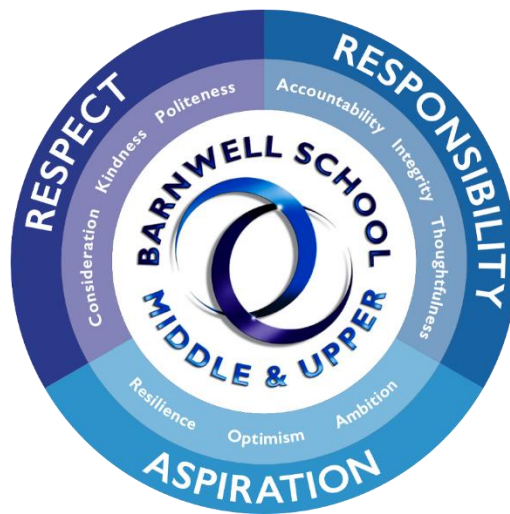


Barnwell School

Lettings Policy



Adopted by the Governing Body – October 2026

To be reviewed – September 2028

Policy Statement

Barnwell School recognises the value of making its facilities available to the local community where this supports community engagement, lifelong learning, health and wellbeing, and does not interfere with the school's primary purpose of providing education.

The school seeks to maximise appropriate use of its facilities for the benefit of the local community whilst ensuring that educational provision, safeguarding, health and safety, and operational requirements remain paramount.

Aims and Scope

This policy aims to:

- Promote appropriate community use of school facilities.
- Generate additional income to support educational provision.
- Ensure lettings are managed fairly, consistently and transparently.
- Protect the safety and wellbeing of pupils, staff, hirers and visitors.
- Safeguard school property, facilities and resources.
- Ensure compliance with statutory safeguarding, health and safety, insurance, equality, data protection and VAT requirements.
- Promote equality, diversity and inclusion.
- Protect the reputation and values of the school.
- The Governing Board reserves the right to refuse any application where the proposed use is considered incompatible with the aims, ethos or operational requirements of the school.
- Definition of a Letting
- A letting is defined as any use of school buildings, facilities or grounds by:
 - Community groups
 - Voluntary organisations
 - Sports clubs
 - Charitable organisations
 - Commercial organisations
 - Private individuals

A letting will not be permitted where it interferes with the school's educational activities, staffing requirements, examinations, maintenance schedules or safeguarding arrangements.

Facilities Available for Hire

Subject to availability and operational requirements, the following facilities may be available for hire:

- Indoor Facilities
- Main Hall
- Dining Hall
- Classrooms
- Conference Rooms
- Post-16 Facilities
- Sports Hall
- Gymnasium
- Dance Studios
- Changing Facilities
- Outdoor Facilities
- 3G Pitch
- Adult Football Pitch

- Junior Football Pitch
- Tennis Courts
- Netball Courts
- Playing Fields

The school reserves the right to withdraw any facility from hire at any time.

Applications and Approval Process

Applications must:

- Be submitted on the school's approved Lettings Application Form.
- Be received at least 14 days before the proposed booking.
- Be completed by a named individual aged 18 years or over.
- Include details of the proposed activity.
- Include evidence of Public Liability Insurance where required.
- Include safeguarding documentation if children or vulnerable adults will be involved.
- Approval will only be confirmed in writing.
- The school reserves the right to refuse applications where:
- Safeguarding arrangements are inadequate.
- Insurance requirements are not met.
- The activity conflicts with the school's values.
- The activity presents a reputational risk.
- The activity poses health and safety concerns.
- Facilities are required for school purposes.
- Previous hire conditions have not been complied with.
- The proposed use may adversely affect neighbours or the wider community.
- The school's decision shall be final.

Charges and Payment

The delegated budget will not be used to subsidise lettings by external organisations. Charges will be reviewed biennially and approved by the Governing Board.

Charges may include:

- Accommodation hire
- Utilities
- Cleaning
- Staffing
- Administration
- Equipment hire
- Security arrangements
- Insurance premiums

The school may agree reduced rates where activities directly support:

- Educational opportunities
- Community engagement
- Charitable objectives
- Health and wellbeing initiatives
- Long-standing hirers

Unless otherwise agreed:

- When the booking is made, the Hirer shall pay 10% of the hire charge or £25 (whichever is

greater) by way of a deposit. This will not be returned in the event of a cancellation by the Hirer.

- Invoices must be paid by the due date stated.
- Failure to pay may result in cancellation of future bookings.

Safeguarding

Barnwell School is committed to safeguarding and promoting the welfare of children and young people. All hirers working with children or vulnerable adults must:

- Have an up-to-date safeguarding and child protection policy.
- Ensure appropriate safer recruitment procedures are followed.
- Hold appropriate DBS checks where required.
- Comply with Keeping Children Safe in Education.
- Provide safeguarding documentation upon request.

The school will request a copy of safeguarding documentation at the time of booking. The documentation will be reviewed annually and the school reserves the right to request evidence of safeguarding arrangements at any time.

Where an allegation is received involving a hirer or organisation, the school will follow its safeguarding procedures and, where appropriate, refer the matter to the Local Authority Designated Officer (LADO).

Failure to comply with safeguarding requirements may result in immediate termination of the letting.

Organisations providing activities for children remain responsible for safeguarding and child protection during the hire period. The school's safeguarding policies do not transfer to the hirer, and the hirer must ensure appropriate supervision, staff training, safer recruitment procedures and reporting arrangements are in place.

Equality, Diversity and Inclusion

Barnwell School is committed to promoting equality, diversity and inclusion. All hirers must comply with the Equality Act 2010. The school will not permit activities that:

- Promote discrimination.
- Encourage hatred or intolerance.
- Breach equality legislation.
- Undermine community cohesion.

The school reserves the right to refuse or terminate any hire where these principles are breached.

Prevent Duty and Appropriate Use

The school has a statutory duty under the Counter-Terrorism and Security Act 2015.

The school will not permit activities that:

- Promote extremism.
- Encourage radicalisation.
- Support unlawful activities.
- Conflict with British Values.
- Present safeguarding concerns.

The school reserves the right to refuse or terminate any booking where such concerns arise. The school will complete an online search prior to bookings being confirmed.

Insurance

All hirers must hold Public Liability Insurance with a minimum indemnity value of £5 million. Proof of insurance must be provided before the commencement of the letting.

Where eligible, hirers may participate in Hertfordshire County Council's Third Party Hirer's Insurance Scheme. No letting will proceed without appropriate insurance cover.

The school reserves the right to request updated insurance information at any time.

Health and Safety

The hirer is responsible for:

- Conducting activities safely.
- Completing risk assessments where appropriate.
- Ensuring participants understand emergency procedures.
- Maintaining adequate supervision.
- Complying with all health and safety legislation.
- The hirer must immediately report:
 - Accidents
 - Incidents
 - Damage
 - Defects
 - Near misses
 - Safeguarding concerns

The school reserves the right to stop any activity where safety concerns arise.

For higher risk activities, including inflatables, drone operations, martial arts events, fireworks, climbing activities or large public events, the school may require additional risk assessments and evidence of competence before approval is granted.

Care of Premises

The hirer shall:

- Take reasonable care of all facilities, equipment and furnishings.
- Leave facilities in a clean and tidy condition.
- Remove all rubbish generated during the hire period.
- Report any damage immediately.
- Ensure all participants leave promptly at the end of the booking.

The hirer may be charged for:

- Damage to facilities or equipment.
- Additional cleaning.
- Overtime staffing costs.
- Security breaches resulting from negligence.
-

Footwear:

- No black footwear is allowed in the Leisure Centre Sports Hall or dance studios.
- No outdoor footwear should be worn in the Sports Hall or dance studios after training sessions & matches.
- Only studded footwear may be worn on the 3G pitch.

Food and Drink:

- Chewing gum is not permitted in any sports facility.
- Glass bottles are prohibited in any sports facility.
- Food and hot drinks are not permitted in the sports hall / gyms, or on the outside court

Data Protection and CCTV

Personal information collected during the lettings process will be processed in accordance with UK GDPR and the school's Data Protection Policy. The school operates CCTV systems for:

- Safeguarding
- Security
- Crime prevention
- Health and safety

By entering the site, hirers acknowledge that CCTV recording may be in operation.

VAT

The VAT treatment of lettings will be determined in accordance with current HMRC and Hertfordshire County Council guidance. Non-sporting accommodation lettings, including halls, classrooms and meeting rooms, will normally be exempt from VAT unless additional taxable goods or services are supplied.

Sports facility lettings will normally be subject to VAT at the prevailing rate.

A sports letting may qualify for exemption where it constitutes a qualifying Series of Sessions and satisfies all applicable HMRC requirements. The final determination of VAT liability rests with the school.

Cancellations and Termination

The school reserves the right to cancel any booking where:

- Facilities are required for educational purposes.
- Emergencies arise.
- Severe weather affects safe operation.
- Staffing is unavailable.
- Safeguarding concerns arise.
- Health and safety concerns arise.

Where the school cancels a booking, a refund will normally be provided for any unused portion of the hire. The school shall not be liable for consequential losses arising from cancellation.

The school may immediately terminate a letting where:

- The terms of this policy are breached.
- Payment is not made.
- False information has been provided.
- Activities differ materially from those agreed at booking.

Licences and Legal Requirements

The hirer is responsible for obtaining any licences required for their activities, including but not limited to:

- Alcohol licences
- Entertainment licences

- Copyright licences
- Music licences
- Food-related permissions

Alcohol is not permitted unless prior approval has been sought from the Lettings Manager and either the Headteacher or Business Manager. The school will request evidence of such licences prior to the letting taking place.

Monitoring and Review

The HR and Finance Committee will monitor:

- Lettings income
- Utilisation levels
- Community engagement
- Complaints
- Accidents and incidents
- Safeguarding concerns

The committee will review whether lettings continue to provide value to the school and local community and will recommend changes where appropriate.

This policy will be reviewed every two years or sooner where there are significant legislative, operational or organisational changes.

Appendix A – Lettings Application Form (LT01)

Submit applications to the Lettings Manager at least 14 days in advance of hiring. Use a separate form for each date unless the accommodation required is the same.

FULL NAME OF ORGANISATION	
NATURE OF BOOKING (Type of sport or activity)	
GOVERNING BODY OF SPORT AFFILIATION	
DATE(S) REQUIRED	
NUMBER OF USERS / SEATING REQUIRED FOR	

	Tick If Req'd	Preparation Time		Function Time		Clearing Time		For Office Use	
		FROM	TO	FROM	TO	FROM	TO	£ CHARGE	VAT
BARNWELL UPPER SCHOOL									
School Hall									
Classroom(s), please specify									
Drama Room									
Dining area									
Kitchen (beverages/washing up)									
Gymnasium									
BARNWELL MIDDLE SCHOOL									
School Hall									
Classroom(s), please specify									
Drama room									
Dining area									
Kitchen (beverages/washing up)									
Gymnasium									
BARNWELL LEISURE CENTRE									
Sports Hall – Full									
Sports Hall – Half									
Dance Studio 1									
Dance Studio 2									
Conference Room									
Changing Room/Showers									
OUTSIDE AREAS									
3G (Middle)									
Football Pitch (Adult)									
Football Pitch (Junior)									
Tennis/Netball Courts (Middle)									
Playing Fields									
SERVICES									
Staffing									
Performance Equipment									
Musical Instruments									
Other Equipment if available									

* PUBLIC LIABILITY INSURANCE

The Hirer is required to hold Public Liability Insurance, and to let the school have a copy of the cover notice prior to the hiring. If this is not produced, then the school will arrange cover in advance of the hiring and a 10% charge will be made. **No hiring should take place without this**

CHARGE PER OCCASION

***HIRER INSURANCE FEE**

TOTAL VAT

TOTAL CHARGE

Vat Exemption

Please confirm that your booking qualifies for exemption from VAT on the basis that:

Your organisation is a formally constituted school, club or association, and	YES / NO
You wish to block-book ten or more sessions, each of which is no more than 14 days apart.	YES / NO

Adherence to Terms and Conditions

Please indicate below to confirm whether your organisation complies with the following:

All activities will be supervised by individuals who are appropriately qualified and DBS checked where appropriate.	YES / NO
We will comply with all Health and Safety regulations	YES / NO
We will leave the facilities in a clean and tidy state and will immediately report any loss or damage.	YES / NO
We will ensure that the Centre is secured for the full duration of our hire period.	YES / NO

I confirm that I have read the Terms and Conditions booklet, which I accept on behalf of the organisation named above. I wish to apply for the use of the accommodation and/or service specified above and any special conditions required. I agree to pay the charge according to the scale in force at the date of hire, payable 10 days prior to the event taking place. I am over 18 years of age.

SIGNED (ORGANISER)	
NAME	
ADDRESS	
E-MAIL ADDRESS	
DATE	
CONTACT TELEPHONE NO	
NAME AND ADDRESS OF PERSON TO WHOM ACCOUNT SHOULD BE SENT IF DIFFERENT TO ABOVE:	

Please return the completed booking form by e-mail lettings@barnwell.herts.sch.uk . Lettings will not take place if this has not been received by the school.

FOR OFFICE USE	
AUTHORISATION OF HIRE SIGNED	
DATE	
DATE RENDERED	
A/C No.	

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Appendix B - Terms and Conditions of Hire

These Terms and Conditions form part of the Lettings Agreement between Barnwell School ("the School") and the Hirer. Submission of a signed Lettings Application Form constitutes acceptance of these conditions.

1. Definitions

For the purpose of these Terms and Conditions:

- **The School** refers to Barnwell School.
- **The Hirer** refers to the individual, organisation, club, company or association named on the Lettings Application Form.
- **The Premises** refers to the accommodation, facilities, grounds or equipment hired.
- **The Hire Period** refers to the agreed date(s) and time(s) specified within the hire agreement.

2. Eligibility to Hire

The Hirer must:

- Be at least 18 years of age.
- Be authorised to act on behalf of the organisation where applicable.
- Accept full responsibility for compliance with these Terms and Conditions.
- Ensure all individuals attending the activity comply with these Terms and Conditions.

The School reserves the right to refuse any application without providing a reason.

3. Booking and Confirmation

No booking shall be deemed confirmed until:

- A completed application form has been received.
- Any required safeguarding documentation has been received.
- Appropriate insurance documentation has been verified.
- Any deposit or advance payment has been received.
- Written confirmation has been issued by the School.

The School reserves the right to withdraw an offer of hire if required information is not supplied.

4. Permitted Use

The Hirer shall:

- Use the premises only for the purpose stated on the application form.
- Restrict activities to the facilities authorised by the School.
- Not sub-let or assign the booking to any other individual or organisation.
- Not permit activities that differ materially from those described within the application.

The School reserves the right to terminate a letting immediately if unauthorised activities are taking place.

5. Safeguarding

The safety and welfare of children and young people is paramount.

Where activities involve children or vulnerable adults, the Hirer must:

- Have an appropriate safeguarding and child protection policy.
- Ensure staff and volunteers are appropriately trained.
- Maintain appropriate DBS checks where required.
- Comply with statutory safeguarding guidance.
- Provide safeguarding documentation upon request.

The School may refuse or terminate a letting where safeguarding arrangements are considered

inadequate.

6. Health and Safety

The Hirer shall:

- Be responsible for the health and safety of all participants and spectators.
- Ensure adequate supervision throughout the hire period.
- Conduct suitable risk assessments for activities undertaken.
- Ensure all equipment brought onto site is safe and fit for purpose.
- Comply with all instructions issued by school staff.

The Hirer must immediately report:

- Accidents
- Injuries
- Near misses
- Damage to property
- Safeguarding concerns
- Security breaches

The School reserves the right to stop any activity where there are concerns regarding health and safety.

7. Insurance

The Hirer must hold Public Liability Insurance with a minimum indemnity of **£5 million**.

Evidence of insurance must be provided before the booking is confirmed unless covered through an approved Hertfordshire County Council Third Party Hirer's Insurance Scheme.

The Hirer shall indemnify the School against any claims, losses, costs or liabilities arising from their use of the premises except where caused directly by the negligence of the School.

8. Equality, Diversity and Inclusion

The Hirer shall comply with the Equality Act 2010.

The premises shall not be used for activities that:

- Promote discrimination.
- Encourage hatred or intolerance.
- Exclude individuals unlawfully.
- Contravene the School's equality objectives.

Failure to comply may result in immediate termination of the hire agreement.

9. Prevent Duty and Appropriate Use

The Hirer must comply with the Counter-Terrorism and Security Act 2015 and support the School's Prevent Duty obligations.

Activities must not:

- Promote extremism.
- Encourage radicalisation.
- Spread hateful ideology.
- Support unlawful activity.

The School reserves the right to terminate any booking where concerns arise.

10. Care of Premises

The Hirer shall:

- Take all reasonable care of School property.
- Leave facilities clean, tidy and secure.
- Remove all litter and waste generated during the activity.
- Report any damage immediately.

- Ensure all participants vacate the premises at the agreed finishing time.

Furniture and equipment moved during the hire must be returned to its original position unless otherwise agreed.

The Hirer shall be responsible for the cost of repairing any damage caused during the letting.

11. Equipment

The Hirer may use only equipment approved by the School.

No equipment may be:

- Fixed to walls, ceilings, floors or furnishings.
- Connected to electrical systems without permission.
- Used in a manner inconsistent with manufacturer guidance.

The School accepts no responsibility for loss of or damage to equipment belonging to the Hirer.

The hirer must not use electrical appliances for food, Smoke Machines, Indoor Sparklers, Fireworks or Party Cannons.

12. Fire Safety and Emergencies

The Hirer must:

- Familiarise themselves with evacuation procedures.
- Ensure attendees are aware of emergency exits.
- Keep all escape routes clear at all times.
- Follow instructions issued by School staff or emergency services.

During an evacuation:

- All persons must leave the building immediately.
- No person shall re-enter until authorised to do so.

The Hirer shall ensure that a responsible person is present throughout the booking.

13. First Aid

The Hirer is responsible for providing suitable first-aid arrangements for their activity.

The School recommends that at least one suitably trained first aider is present during all organised activities.

Any accident requiring medical attention must be reported to the School as soon as possible.

14. Smoking, Vaping, Alcohol and Drugs

Barnwell School operates a strict no-smoking and no-vaping policy.

Smoking and vaping are prohibited across the entire site (including all car parks).

Alcohol may only be consumed where:

- Prior written permission has been granted by the School.
- All relevant licences have been obtained.
- The Hirer complies with all licensing legislation.

The possession, use or supply of illegal drugs is strictly prohibited and will result in immediate termination of the hire and referral to the Police where appropriate.

15. Parking and Vehicles

Vehicles may only be parked within designated parking areas.

The School accepts no responsibility for:

- Theft of vehicles.
- Damage to vehicles.
- Loss of property from vehicles.

All vehicles remain on site entirely at the owner's risk.

16. CCTV

The School operates CCTV systems for the purposes of:

- Security
- Safeguarding
- Crime prevention
- Health and safety

The Hirer shall ensure that participants are aware that CCTV may be in operation.

17. Licences and Permissions

The Hirer is responsible for obtaining and maintaining any licences necessary for their activities, including where applicable:

- Entertainment licences
- Alcohol licences
- Food-related permissions
- Copyright licences
- Music licences

Evidence of such licences must be provided to the School upon request. Alcohol must not be used on the school premises without prior written permission being granted by the school.

18. Charges and Payment

All charges shall be paid in accordance with the invoice or agreement issued by the School.

The School reserves the right to:

- Request a deposit.
- Require payment in advance.
- Refuse future bookings where payments remain outstanding.

Non-payment may result in cancellation of the booking.

19. VAT

VAT will be charged in accordance with current HMRC and Hertfordshire County Council guidance.

The School reserves the right to determine the VAT treatment of all bookings and may request additional information where required.

20. Cancellation by the Hirer

Unless otherwise agreed in writing:

- Cancellations received more than 48 hours before the booking may not incur a charge.
- Cancellations received within 48 hours of the booking may be charged at the full rate.
- Deposits may be non-refundable.

Where a booking forms part of a VAT-exempt Series of Sessions, additional cancellation restrictions may apply.

21. Cancellation by the School

The School reserves the right to cancel a booking where:

- Facilities are required for educational purposes.
- Health and safety concerns arise.
- Safeguarding concerns arise.
- Severe weather or emergencies occur.
- Staffing is unavailable.

Where possible, reasonable notice will be given.

A refund of charges paid for the unused booking period will normally be provided.

The School shall not be liable for any consequential loss arising from cancellation.

22. Termination

The School may terminate a letting immediately where:

- These Terms and Conditions have been breached.
- False or misleading information has been provided.
- Payment is not made.
- Illegal, unsafe or inappropriate activities occur.
- Safeguarding concerns arise.

No refund shall be payable where termination results from a breach by the Hirer.

23. Acceptance

By signing the Lettings Application Form, the Hirer confirms that they:

- Have read and understood these Terms and Conditions.
- Agree to comply with them.
- Accept responsibility for all participants attending the activity.
- Accept liability for any losses, damage or costs arising from their use of the premises.

Barnwell School reserves the right to amend these Terms and Conditions at any time.

Appendix C - Hire Rates



Prices for lettings at Barnwell School are agreed annually in the Barnwell School Charging and Remissions Policy. Rates as of September 2025 are shown below. Discounts may be available for local charitable groups and long-standing hirers.

<u>Leisure Centre</u>	<u>Per hour</u>
Sports Hall (Whole)	£47
Sports Hall (Half)	£26
Badminton (Minimum booking 2 courts)	£11
Dance Studio 1	£29
Dance Studio 2	£29
Conference Room	£16
<u>Upper Campus</u>	<u>Per hour</u>
Main Hall	£32
Gym	£26
Dining Hall	£23
Kitchen	£25
Standard Classroom	£18
Technology Classroom	£23
Post 16 Centre	£23
<u>Middle Campus</u>	<u>Per hour</u>
Main Hall	£32
Gym	£26
Dining Hall	£23
Kitchen	£25
Standard Classroom	£18
Technology Classroom	£23
<u>Outside Pitches</u>	
Adult Football/Rugby	
- With Changing	£76 Per match
- Without Changing	£56 Per match
Junior Football/Rugby	
- With Changing	£46 Per match
- Without Changing	£27 Per match
Hardcourt Pitches	
- With Changing	£35 Per hour
- Without Changing	£15 Per hour
- Tennis per court	£12 Per hour
3G Pitch (Middle Campus)	
- Full size	£35 Per hour
- Half size training	£20 Per hour

These rates are regularly reviewed and are subject to periodic benchmarking to other providers.

Appendix D – Safeguarding Declaration



If your letting involves children, please complete the safeguarding declaration below

I have a child protection policy and safeguarding procedures in place.	
I have appointed a person who has lead responsibility for safeguarding children in the setting (a designated safeguarding lead).	
I have undertaken appropriate safeguarding training.	
I know the referral routes to use when I have a concern.	
I do appropriate pre and post-recruitment checks on staff and volunteers, such as identity and DBS checks.	
I have assessed the health and safety risks and have taken steps to reduce them.	
I have more than one emergency contact number for each child.	
I understand any concerns regarding staff should be reported to the Local Authority's Designated Officer (LADO). If Barnwell school receives any concerns, these will be reported to the LADO.	

Completing these steps will help you keep the children in your care safe, but they are just the beginning. To make sure you are following the best practice, read the latest guidance 'After-school clubs, community activities, and tuition: Safeguarding guidance for providers' at www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice

Signed	
Name	
Date	