



# **Lettings Policy**

**(applies to all Trust schools)**

## **2024-2027**

Policy Name:	Lettings Policy
Version:	3
Date published:	10 <sup>th</sup> June 2024
Date to be reviewed by:	10 <sup>th</sup> June 2027
Role of Reviewer:	COO
Statutory (Y/N):	N
Published on website: *	2B
Policy Level: **	2
Relevant to:	All Stakeholders
Produced in consultation with:	Estates Coordinator, Site Managers, Business Managers
Approved by:	Care & Operations Committee
Approval date:	14 <sup>th</sup> March 2024

*Publication on website			
Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO.  Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

Note:
Policy updated to reflect addition of Watling Primary School Lettings – March 2024
Policy updated to reflect addition of Delta Schools – June 2024
Policy updated to reflect addition of Willen Primary School – February 2025

## **1. Purpose**

- 1.1.** The purpose of this Policy is to publish the Alliance Schools Trust (the Trust) strategy for letting its school premises and facilities.
- 1.2.** The Trust manages and operates schools in Milton Keynes with extensive and varying facilities to let:

**Brooksward School, Tower Dr, Neath Hill, Milton Keynes MK14 6JZ**

**Denbigh School, Burchard Crescent, Shenley Church End, Milton Keynes, MK5 6EX**

**Drayton Park School, Bala Way, Bletchley, Milton Keynes MK2 3HJ**

**Watling Academy, Barossa Way, Whitehouse, Milton Keynes, MK8 1EP**

**Watling Primary School, Simmental Way, Whitehouse, Milton Keynes MK8 1GB**

**Willen Primary School, Beaufort Drive, Willen, Milton Keynes, MK15 9HN**

## **2. Objective**

- 2.1.** The Trust's objective is to establish, encourage and promote the use of its schools' facilities as both a community and commercial resource. Income from lettings will be used to maintain, renew, and/improve the buildings and facilities of each of the schools for the benefit of the students and for the community.
- 2.2.** The Trust is committed to providing facilities at the schools for external lettings, wherever this can be done without adversely impacting the education of students, or wider operations, in order to support the school's position at the heart of its local community.
- 2.3.** This Policy outlines the type of lettings to be made available, and at which schools, and invites prospective hirers to contact us to take a tour of the facilities on offer.
- 2.4.** Open Lettings Evenings will be arranged periodically to showcase each School's facilities. The dates will be published on the Trust and Schools' websites.
- 2.5.** The use of the premises for school events and functions will take priority over lettings.

## **3. The Schools**

### **3.1. Brooksward School**

- 3.1.1.** Brooksward is a unique primary school split over 2 buildings. It has two well-sized halls (one in each building) which can be used for a range of activities, and a large field area. On the field, we have marked out 1 x 5v5 pitch, 2 x 7v7 pitches and 1 x 9v9 pitch but the whole field is also available for hire for other activities as well.

### **3.2. Denbigh School**

- 3.2.1.** Denbigh School is an established large secondary school with a good range of existing and recently built premises. It has a state-of-the-art music, art and performing arts facility, including a hall with theatre seating for 300+ and fully equipped dance studio suitable for all types of dance and fitness classes. This facility is suitable for a variety of events.

### **3.3. Drayton Park School**

- 3.3.1.** Drayton Park is a large primary school with 2 well-sized halls, which can be used for a range of activities and a large playing field. Markings on the field can be discussed based on usage.

### **3.4. Watling Academy**

- 3.4.1.** Watling Academy has an array of facilities that compare favourably with contemporary leisure centres and whilst it does not include a pool, it has a lot to offer, including two Sance/Activity Studios, a superb Sports Hall, eight Tennis/Network courts, and a newly laid Astro Pitch.

### **3.5. Watling Primary School**

- 3.5.1.** Watling Primary School is a new school on the Whitehouse development. The facilities available to hire include a 270m<sup>2</sup> Hall with state-of-the-art audio visual equipment, a Sports Field and Multi Use Games Area (MUGA).

### **3.6. Willen Primary School**

- 3.6.1.** Willen has generous outside spaces including marked football pitches, hard standing netball courts and a generous sized school hall with access to toilets and small kitchen facility (if required)

## **4. Primary Contact**

- 4.1.** All schools have a primary contact and if you would like to find out more, and have a tour of the facilities, please contact:
- 4.1.1.** Brooksward School – [lettings@brooksward.org.uk](mailto:lettings@brooksward.org.uk)
  - 4.1.2.** Denbigh School – [Lettings@Denbigh.net](mailto:Lettings@Denbigh.net)
  - 4.1.3.** Drayton Park School – [lettings@draytonpark.org.uk](mailto:lettings@draytonpark.org.uk)
  - 4.1.4.** Watling Academy - [Lettings@Watling.academy](mailto:Lettings@Watling.academy)
  - 4.1.5.** Watling Primary School – [WPSlettings@watlingprimary.org.uk](mailto:WPSlettings@watlingprimary.org.uk)
  - 4.1.6.** Willen Primary School – [office@willenprimary.org](mailto:office@willenprimary.org)

## **5. Types of lettings**

- 5.1.** The Trust has a range of facilities available, that may be suitable for, as an example:
- 5.1.1.** One off events, such as birthday parties, celebrations
  - 5.1.2.** One off or annual events such as sports, holiday clubs etc
  - 5.1.3.** Regular evening or weekend classes for adults and/or children for sport, education, lifestyle learning
  - 5.1.4.** Regular sports, dance or fitness classes
  - 5.1.5.** Regular use of the pitches (grass and artificial pitches) for various field sport
- 5.2.** The facilities include:
- 5.2.1.** Sports facilities (outside and indoor)
  - 5.2.2.** Dance facilities (fully equipped dance studios)
  - 5.2.3.** Classroom facilities
  - 5.2.4.** Specialist classroom facilities available, for example, cookery, textiles/sewing, music
  - 5.2.5.** Theatre use for stage events or concerts, suitable for adults and young people
  - 5.2.6.** Parking facilities are available on site but are subject to day-to-day availability. Parking is permitted in approved areas only and is at the owner's risk.

## **6. Charges for lettings**

- 6.1.** Hourly rates for the hire of facilities are published on the individual schools' websites and are available from the school offices on request. Additional charges may be levied for the use of school equipment, or caretaking support outside of standard opening hours.
- 6.2.** Local community users can apply for a reduction to the published hourly rates.
- 6.3.** All charges will be discussed with the primary contact and will be agreed in advance.
- 6.4.** Charges will be set for the period of hire, which will not normally exceed the term of one year.
- 6.5.** All statutory requirements regarding public performances for music, dancing, singing or stage plays, are the responsibility of the hirer, however in some cases this may be covered by the individual School's licences.

## **7. Declaration of interest**

- 7.1.** Any member of school staff, trustees or governors having a connection with a letting/hire of the facilities must formally declare this to the primary contact.

## **8. Applications or enquiries from prospective hirers**

- 8.1.** In the first instance potential hirers are requested to contact the primary contacts at each school following which a tour can be arranged and a detailed discussion of requirements carried out, in order to establish a rate for the hire of the facilities.

## **9. Applying to hire the facilities and terms and conditions**

- 9.1.** Once an agreement and rates of hire are determined, the prospective hirer will complete the application form which includes the terms and conditions of hire and sign both in acceptance. Details are contained in **Appendix 1**.

## APPENDIX 1 – APPLICATION FORM AND TERMS AND CONDITIONS FOR HIRE OF A ALLIANCE SCHOOLS TRUST FACILITY

### APPLICATION FORM

HIRER DETAILS	
Company name (If not applicable use N/A)	
Contact Name	
Contact email and phone number	
Contact Address Please enter full postal address	
Have you hired one of our Trust facilities before? If not, how did you hear about us?	

### EVENT/ACTIVITY DETAILS (REGULAR HIRE)

Venue/space required (Please tick all applicable)	Main Hall	Activity Studio	Astro	Sports Hall	Other
Day(s) required					
Start time					
End time					
Booking start date					
Booking end date					
Description of activity/event					
Expected attendance numbers					
Any additional requirements e.g. equipment, changing rooms?					

## EVENT/ACTIVITY DETAILS (ONE-OFF HIRE)

Hire date(s) & number of hours required Please specify what activity on each date i.e. Set up/ Rehearsal/Performance/ Pack up					
Venue/space required (Please tick all applicable)	Main Hall	Activity Studio	Sports Hall	Classroom	Other
Event start & finish time					
Nature of the event/performance with brief description					
Provisionally expected audience size					
Any additional requirements, such as use of equipment?					

## TECHNICAL REQUIREMENTS

We may be able to include a lighting or sound operator (subject to availability) within the price of our venue hire. Please specify if you require an operator and what the technical requirements of the performance are. Provision and/or use of technical equipment will require a pre-booking consultation with the technician, subject to their availability.

Lighting Operator		Sound Operator	
Technical requirements			

## ADDITIONAL INFORMATION

Please add any additional information regarding your request	
--	--

If we can accommodate your booking, we will email you with an initial estimate for the hire and invite you in to look around the facilities, if you have not already done so. We will then finalise your requirements and confirm costs. If you wish to go ahead this will be confirmed via email and you will be asked to complete the application form and accept the terms and conditions of hire.

**Signed by** \_\_\_\_\_ **Name of hirer**  
\_\_\_\_\_  
**Company name if applicable**  
  
**Date** \_\_\_\_\_

Please complete the above and send to the appropriate lettings primary contact.

Brooksward School – [lettings@brooksward.org.uk](mailto:lettings@brooksward.org.uk)

Denbigh School – [Lettings@Denbigh.net](mailto:Lettings@Denbigh.net)

Drayton Park School – [lettings@draytonpark.org.uk](mailto:lettings@draytonpark.org.uk)

Watling Academy - [Lettings@Watling.academy](mailto:Lettings@Watling.academy)

Watling Primary School – [WPSlettings@watlingprimary.org.uk](mailto:WPSlettings@watlingprimary.org.uk)

Willen Primary School – [office@willenprimary.org](mailto:office@willenprimary.org)



## **TERMS AND CONDITIONS OF HIRE**

1. The hirer must be over 18 years of age and the Company or person as the named individual responsible for the hirer, shall be the person who signs the application form and terms and conditions.
2. Hirers must have their own insurance, and proof of this must be provided before any booking is confirmed.
3. **Fees and charges**
  - 3.1. Charges will be levied and will be agreed between the hirer and the school prior to the letting/hire taking effect.
  - 3.2. The hirer will sign this agreement in acceptance of the cost and all other terms and conditions applicable to the hire.
  - 3.3. Charges will include the cost of services, for instance, lighting and heating.
  - 3.4. Charges will include the cost of staffing (security and caretaking, and where and if necessary, additional cleaning).
  - 3.5. Charges will include the cost of wear and tear but exclude damage.
  - 3.6. Charges will include the use of school equipment (if applicable) and this will be reflected in the rate of hire.
  - 3.7. Additional fees may apply should the hirer overrun agreed duration of hire.
4. **Invoicing**
  - 4.1. The hirer will either be invoiced:
    - 4.1.1. Termly in advance if a regular booking
    - 4.1.2. For a one-off event/booking, in advance, where an agreed deposit will be paid, (normally 25% of the booking) at the time of booking, with the balance to be paid at least 14 days before the event takes place.
    - 4.1.3. Payment terms will be 14 days from the date of invoice
5. **Cancellation of bookings**
  - 5.1. Either the hirer or the school may cancel a one-off event/booking by giving notice in writing not less than eight weeks before the date of the booking.
  - 5.2. If a booking is cancelled after the notice of cancellation, i.e., eight weeks, the hirer will forfeit the deposit unless the booking is deferred to an alternative date.
  - 5.3. If a booking is cancelled within seven working days of the hire, the full cost of the hire will be charged.
  - 5.4. We will endeavour to always make our spaces available as booked, but sometimes unexpected events may occur that results in them being unavailable. In these instances, we will make an alternative available when we can, or offer a refund.
  - 5.5. In the event of adverse weather or health and safety considerations preventing access, the Trust will offer a credit/refund for the cost of hire for the affected period only.
  - 5.6. The Trust will not accept any requests for reimbursement of "lost revenue" due to the unavailability of its spaces.
6. **Health and Safety**
  - 6.1. The Hirer will be required to complete an application form and a risk assessment as part of their application for hire.

- 6.2. The school will provide the hirer with all fire and safety precautions, and evacuation instructions. It is the hirer's responsibility to keep and maintain a register of those attending the event/class/activity. The hirer must ensure that fire exits are not obstructed at any time, and that school security is not compromised.
- 6.3. A member of the Site/caretaking staff will be on site or on standby during the period of hire.
- 6.4. No alterations or additions can be made to the fixtures and fittings, or equipment brought onto site without the prior approval of the Site Manager. Electrical equipment brought into school will require a PAT certificate.
- 6.5. Smoking is not permitted on the school or anywhere on its premises or site at any time.
- 6.6. No alcohol must be brought onto the site nor consumed on the school premises.
- 6.7. No animals, other than assistance dogs, will be allowed into the school buildings or premises.
- 6.8. The schools cannot conform to being a "Nut free" environment, and hirers are responsible for taking due care towards the allergy conditions of their participants.
- 6.9. For one-off events, presentations, concerts etc, the hirer (person in charge) will be expected to present evacuation procedures at the start of the event, i.e. explaining exits and procedures in the event of an emergency. The format will be provided to the hirer.

## **7. First Aid**

- 7.1. The Hirer will be responsible for the first aid of those attending the event, class or activity. If in doubt Emergency Services must be called to attend a person in need.
- 7.2. The school will not be responsible for providing a first aider during the period of any hire.

## **8. Safeguarding**

- 8.1. The Trust is dedicated to ensuring the safeguarding of its pupils and community at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.
- 8.2. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.
- 8.3. The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school. The school's Designated Safeguarding Leads will determine whether they deem these policies and measures to be appropriate.
- 8.4. The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they will contact the school's Designated Safeguarding Lead as soon as reasonably practicable.

## **9. Insurance**

- 9.1. All users must carry sufficient insurance and a copy of public liability insurance certificates will be required prior to the hire taking place.
- 9.2. The hirer must provide a copy of public liability insurance certificates demonstrating adequate insurance cover is in place.
- 9.3. Cars and bicycles may be parked in the school's car park, but will be parked at the owner's risk.

**10. Damage and care of the premises**

- 10.1. The hirer is responsible for everyone who is on the school's premises for the activities organised in conjunction with the hire.
- 10.2. Hirers and their groups should not access areas of the school outside of those which they have booked.
- 10.3. Hirers should inspect the spaces they are using on arrival and report any defects/concerns to the member of Site team on duty.
- 10.4. Any damage caused to the premises will be the hirer's responsibility and the school will invoice the hirer for any additional costs of damage that occur.
- 10.5. Hire of the sports hall and the all-weather pitches both have strict footwear requirements which must be adhered to at all times.
- 10.6. No notices or placards shall be placed outside or attached to the premises.

**11. Cleaning**

- 11.1. Dependent on the type of hirer, if additional cleaning is required, this will be included in the cost of hire and detailed within the letting agreements.
- 11.2. Where such costs are not expected or agreed, the cleaning and clearing of the area used will be the hirer's responsibility, i.e., litter, bottles etc must be cleared at the end of a class or event.

**12. Security**

- 12.1. Costs for providing building and site security are included in the hire charge.

**13. Staff on site**

- 13.1. A member of site/caretaking staff will be present or available on standby during the hire period. A contact (mobile number) will be provided to the hirer so that contact can be made with the member of staff if necessary.
- 13.2. Any emergency arising during the period of hire, must be notified to the member of staff on duty, subject to calling emergency services as necessary.

Signed by \_\_\_\_\_ Name of hirer

\_\_\_\_\_ Company name if applicable

Date \_\_\_\_\_