



# **The Tiffin Girls' School**

## **LETTINGS POLICY**

**REVISED JUNE 2025**

### **Introduction**

1. The overriding aim of the Governors is to support The Tiffin Girls' School in providing the best possible education for all of its students and any lettings to outside organisations will be considered with this in mind, whilst also balancing the requirements of the school's Community Use Agreement for the Sports Hall (which is an evergreen agreement). The Community Use Agreement for all of the other school facilities expired in June 2020.
2. This policy should be read in conjunction with the school's
  - Equality, Diversity and Inclusion Policy and Statement
  - First Aid Policy
  - Health and Safety Policy
  - Safeguarding Policy
3. The aim of letting the school's premises/facilities is to:
  - meet the conditions of the school's Community Use Agreement for the Sports Hall, ensuring it can be used, where appropriate, to support community use;
  - charge for the use of the premises to fully cover the costs of hire and, where appropriate, raise additional funds for the school. Any surplus funds raised from hiring the Sports Hall will be utilised as per the conditions of the school's Community Use Agreement for the Sports Hall;
  - not let any hiring out of the premises interfere with the school's primary purpose of providing education to its students, or that may have a detrimental impact on that primary purpose, or that may damage or undermine The Tiffin Girls' School values.
4. The school will operate a fair lettings policy that does not discriminate on grounds of race, colour, religion, ethnicity, sexuality, gender, age or disability. Without prejudice to the school's duties under the Representation of the People Act 1983 and Equality Act 2010, the school will not let the school premises to organisations whose purpose may encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations. In deciding whether or not to let the premises, the school will also consider any effects on neighbouring premises that may arise as a result of accepting the booking.

### **Definition of a letting**

5. A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group (e.g. local sports club), or a commercial organisation". The following activities are examples of those that fall within the educational activities of the school and therefore are not considered lettings. Any costs arising are a legitimate charge against the school's General Annual Grant. (GAG)
  - Governing Board and committee meetings
  - Extra- curricular activities for students organised by the school
  - School performances
  - Family learning e.g. parent talks or workshops
  - Parents' meetings
  - Parent Staff Association (PSA) meetings

- Events organised by the school or school associations
- Open evenings for prospective parents

The letting of 304 Richmond Road, a domestic property owned by the school, falls outside the scope of this policy.

### **Charges and rates**

6. The school sets its own scale of charges and rates annually and these are available to all hirers on request as indicated on our website [tiffingirls.schoolhire.co.uk](http://tiffingirls.schoolhire.co.uk). They are set by the Operations Director and Finance Director and those levels are reviewed by governors annually.
7. Eligible groups and charities can benefit from discounted rates for example; Charities registered with the Charity commission, Staff and alumnae.
8. In arriving at rates for lettings the governors have agreed the following principles:
  - 8.1 The school should not, except in exceptional circumstances and with the prior written permission of the Headteacher, subsidise the letting of its premises to third parties. Preferential rates reviewed annually by the Finance & Contracts Committee.
  - 8.2 That the overall cost of letting school facilities must be recovered from users. In determining the overall cost, the following should be considered:
    - Cost of staffing (caretaking/cleaning) including 'on-costs'
    - Cost of services (heat and light, cleaning materials)
    - Cost of administration
    - Cost of wear and tear
    - Cost of use of school equipment where applicable
    - Any other costs incurred by the school in relation to lettings
9. The school is registered for VAT and therefore VAT is chargeable on lettings at the prevailing rate unless the let is exempt. Generally, the lettings of rooms for non-sporting activities are exempt whereas sporting activities are subject to VAT unless they fulfil all of the following conditions:
  - The letting consists of 10 or more consecutive lets
  - The period between each let is at least one day and no more than 14 days
  - The lets are for the same activity and carried out at the same place
  - Payment is required for the whole series of lets and is evidenced by a written agreement
  - The user has exclusive use of the defined facilities that they have hired.
  - VAT is due on any separate charges made for the hire of equipment.

### **Payment**

10. Charges for the use of the facilities shall be as indicated by the School, who reserve the right to alter, add to, omit or vary the said charges.
11. Payment is required in advance via our booking system [tiffingirls.schoolhire.co.uk](http://tiffingirls.schoolhire.co.uk). Payment for recurring bookings must be paid within the payment terms stated in the invoice.

### **Cancellations**

12. The timescale and charges for cancellations are set out in the Regulations & Conditions of hire. Appendix 1.

13. Although the school will endeavour to give as much notice as possible, it reserves the right to cancel any agreed hiring at the school's discretion and without notice and without assigning any reason. A full refund at the school's discretion will be issued if the school does cancel a hire.
14. 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.
15. The school reserves the right to terminate with immediate effect and with no refund if the hirer fails to comply with any terms and conditions.

#### **Revenue review**

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

#### **Application process**

17. Any group or individual wishing to hire the School's facilities for an event or a block booking arrangement must complete the booking form at [tiffingirls.schoolhire.co.uk](http://tiffingirls.schoolhire.co.uk) This is the only booking process recognised by the school.
18. The hirer must complete the booking on School Hire in advance, provide all the information requested, and agree to our Terms & Conditions, detailed in Regulations & Conditions of hire (Appendix 1). Approval of the request will be determined by the school.
19. The school reserves the right to decline any applications at its absolute discretion, in particular where the organisation is not considered to uphold the values of the school, or reputational damage may occur.

#### **Terms and conditions of hire**

20. The school has adopted a set of conditions under which the premises may be hired. These conditions, known as Regulations & Conditions of hire (Appendix 1), form the Terms and Conditions to this Lettings Policy.
21. No member of school staff is allowed to vary the terms and conditions under which the school's premises are hired out without prior approval of the Operations Director.
22. All hirers must be familiar with, and adhere to the Regulations & Conditions of hire.

#### **Safeguarding**

23. All safeguarding requirements are set out in the Regulations & Conditions of hire. Appendix 1.

#### **Management and administration of Lettings**

24. The governors have delegated day to day responsibility for lettings to the Headteacher. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff including the Operations Director and members of the Operations Team. whilst retaining overall responsibility for the lettings process.

#### **Hire Agreement**

25. The information provided on the booking form within School Hire and the Regulations & Conditions of hire (Appendix 1) comprise a contract which the school may legally enforce and must be adhered to.

## **Induction**

- 26.** No new letting shall commence until the hirer has attended an induction session with the Lettings Manager.

## **Complaints**

- 27.** A complaint about the school from someone letting the school premises will be dealt with by following the school's complaints procedure, which is published on the school website. Complaints by a third party about the hirer will be forwarded to the hirer to be dealt with under its complaint procedures.

## **Review**

- 28.** This policy will be reviewed every two years, or earlier if required.



## Appendix 1 – June 2025

**Regulations & Conditions of hire:** The hiring of The Tiffin Girls' School (subsequently referred to as 'the School') premises is only permitted on the terms and conditions set out below. The 'Hirer' is the person or organisation making the application for a letting and this person or organisation will be responsible for the payment of all fees and other sums due in respect of the letting.

### Status of the letting agreement

1. Any group or individual wishing to hire the School's facilities for an event or a block booking arrangement must complete the booking form at [tiffingirls.schoolhire.co.uk](http://tiffingirls.schoolhire.co.uk) This is the only booking process recognised by the school.
2. The booking must be completed in advance of booking.
3. The Hirer, who must be 18 years of age or over, shall be the person completing the booking form on School Hire and will be personally responsible for ensuring all the terms and conditions of the lettings are adhered to.
4. All lettings must be approved by the School. A message within School Hire will be sent to the Hirer once a booking has been approved. Once approved, this booking form and the Regulations & Conditions of hire forms the letting agreement with the Hirer.
5. If the Hirer will not be on site during the letting, they must nominate at least one person from their member of staff, who must be 18 years of age or over, who will be on site during the period of the actual letting to ensure that the prescribed conditions are met.
6. Lettings will not be made to any organisation or group with an unlawful or extremist background.
7. The letting agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the School to them or of creating any tenancy between the School and the Hirer.
8. The Hirer may not sub-let the premises.
9. Announcements relating to the hire may only be made once the booking has been approved by the School.

### Use and Access

10. The Hirer may access the School on the date(s) and times(s) and for the use specified in the booking form.
11. The School does not warrant that the premises are fit or suitable for the purpose of the hire.
12. The Hirer is responsible for ensuring these Regulations and Conditions of hire are observed and for the effective supervision of the arrangements and activities in the premises during the hire period and the prevention of disorderly behaviour.

13. Hirers failing to comply with any of the regulations and conditions set out below will be liable to forfeit the use of the facilities.
14. The School retains the right of access to the premises at any time during the hire period and the Hirer must comply with all reasonable instructions given by school staff.

#### **Charges and payment:**

15. Charges for the use of the facilities shall be as indicated by the School, who reserve the right to alter, add to, omit or vary the said charges.
16. Payment is required in advance via our booking system [tiffingirls.schoolhire.co.uk](http://tiffingirls.schoolhire.co.uk). Payment for recurring bookings must be paid within the payment terms stated in the invoice.
17. An additional fee is payable by the Hirer for each hour or part of an hour that the said facilities are retained by the Hirer from the expiry of the contractual period until the Hirer has returned control to the School ready for the use of a subsequent Hirer. The additional fee is to be calculated pro rata to the total fees paid or payable for the contractual period to the nearest complete hour and shall be paid to the School on demand.
18. If there is a booking prior or after the Hirer's booking then the Hirer must respect the other users and not set up whilst the other activity is taking place. The Hirer must ensure that they set up and clear the facility within the booked time so that the next session can start without delay. Any abuse of this goodwill will result in the Hirer being charged for the excess time at the discretion of the School.
19. The School's lettings staff will note down the names of clubs who leave rubbish on the premises and those clubs will be fined £10.00 per session to cover the cost of labour in clearing the rubbish from the site.
20. A 10% charge will be levied on one-off bookings where hirers do not have or do not provide proof of public liability insurance.
21. The charge for hiring a storage container is payable termly in advance. No full or partial refunds will be given.

#### **Indemnity**

22. The School accepts no responsibility for any personal injury, or damage to, or loss of property sustained by participants in the Hirer's activity or any other persons arising as a consequence of hiring or use of the pitch, court, hall or room etc. Claims made against or expenses incurred by the School in respect of any such personal injury, or injury to, or loss/theft of property arising as aforesaid, are required by the School to be met by the Hirer.

#### **Insurance**

23. The Hirer is required to have appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. **The Hirer must provide the appropriate certificate(s) insurance cover before the letting can be confirmed.**

24. The School may at its discretion waive the requirement to hold public liability insurance where the Hirer is an individual or small informal group of individuals (not using the Premises for commercial or business purposes) who do not hold public liability insurance and who may find it difficult to obtain. In these circumstances, the School may arrange for the Hire to be covered under the School's own public liability insurance where this is possible and any extra associated costs will be reflected in the Hire Fee.
25. If the insurance renews part way through a booking, it is the Hirer's responsibility to provide the school with a copy of the renewal.

### **Loss**

26. Neither the School nor its Governors or employees or agents shall be responsible for any loss or damage whether direct, indirect or consequential, to any property suffered or sustained at the facility unless such loss or damage occurs as a result of the defective state of repair of the premises or the equipment at the facility.

### **Condition and Damage**

27. The premises will be left clean and in good order and vacated no later than the time booked. Any damage must be reported without delay to the Lettings Manager via School Hire messaging system. The hirer shall reimburse any costs incurred by the School in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the School.
28. Limited car parking is only available on site outside of school hours. The School is not responsible for any damage or loss incurred to cars or valuables whilst parked on the School site. All vehicles must be removed at the end of the hire period.
29. The Hirer will be responsible for any damage caused to the pitch, court, hall, equipment, building, fencing or any other School property, by any participants in the activity. The School will require reimbursement for any damage so caused.
30. The School must agree use of any external filming/broadcasting or promotional material prior to the event.
31. The licensing requirements for public entertainments must be strictly complied with.

### **Health and Safety**

32. The Hirer should take reasonable steps to reduce Health & Safety risks and must therefore consider the suitability and safety of the school premises for all employees, volunteers and individuals taking part in their activity. The Hirer must provide the school with a suitable risk assessment, reviewed annually as a minimum, detailing what steps have been taken to reduce risks and detailing of the Hirers fire safety and evacuation plan.

### **The Hirer is responsible for:**

33. Ensuring the School's Health & Safety policy is strictly observed, a copy of the policy is available on [tiffingirls.schoolhire.co.uk](http://tiffingirls.schoolhire.co.uk) when making the booking and on the school website.

34. Ensuring that the number of persons using the premises does not exceed that stated on the booking form. Failure to comply with this condition will result in the immediate termination of the letting without refund.
35. The proper supervision of all persons on the premises and for organising safe admission and departure of such persons. No person under the age of 18 is allowed on the premises without a responsible adult to provide adequate care and supervision.
36. Familiarising themselves with the procedures for evacuation of the School, escape routes, assembly points (detailed in the schools Health & Safety policy) and communicating this information to anyone attending the event or activity. In the event of an evacuation, the Hirer must ensure that all the participants vacate the building and that everyone is accounted for. The Hirer must have immediate access to the participants' emergency contact details.
37. It is the responsibility of the Hirer to ensure that there is an emergency evacuation procedure in place if a member of their club/group has limited mobility so that they can be evacuated safely. A member of their own staff should be given the responsibility for this.
38. Ensuring that any portable equipment used must have a current PAT test certificate, to be provided on request.
39. Ensuring no highly flammable substances are brought onto, or used in any part of the premises. This includes internal decorations of a combustible nature.
40. The prevention of overcrowding (such as would endanger public safety) and for keeping clear all corridors, passages, gangways and exits. The Hirer must not interfere with or misuse any property of the School which is provided in the interests of health, safety or welfare. Hirers have a responsibility to ensure that all activities are safe and to safeguard their participants from avoidable harm.
41. Providing first aid facilities. Use of the School's first aid resources is not available apart from the defibrillators. The Hirer should have;
  - a) an appointed person for first aid
  - b) at least one person with a paediatric first aid certificate where children attending the activity are aged five and under
  - c) a register
  - d) more than one emergency contact
  - e) knowledge of participants medical conditions and allergies
  - f) a first aid kit
42. Reporting any accidents, injuries, spillages or damage to persons or academy property to the School's lettings staff on site and following this up in writing to the School within 24 hours of the event.
43. All those attending are made aware of the fact that they do so in all respects at their own risk.

**The School is responsible for the provision of:**

44. Adequate means of escape in an emergency situation
45. Adequate heating, lighting and ventilation



46. Safe equipment and premises including: designated washroom facilities (to be inspected and cleaned prior to the start of the let); the School's lettings staff present during the hire period available to call on for any site problems or defects to plant/equipment and to secure the premises at the end of the hire period.

### Safeguarding

47. The school has a duty (as set out in Department for Education [Keeping Children Safe in Education](#) (KCSiE) Statutory guidance for schools and colleges) to ensure that appropriate arrangements are in place to keep children safe when its facilities are hired. Hirers must provide all reasonable assistance and liaise with the school to provide the required assurance.
48. Hirers who are providing facilities at any time that involve the supervision of or activities with children under the age of 18 **must** follow the Department for Education guidance "[Keeping children safe during community activities, after-school clubs and tuition](#)", and the following requirements **must** be met;
49. **Safeguarding policy:** The Hirer must provide a copy of their safeguarding policy, which must be reviewed and accepted by the school before the commencement of the hire period. This policy should be reviewed annually by the Hirer.
50. **Enhanced Disclosure and Barring Service (DBS) check with barred list check:** The Hirer must confirm they have carried out an enhanced DBS check with barred list check for all staff, volunteers and individuals running or assisting with the activity. If there has been a break in employment or volunteering of 3 months a more than a new DBS check with barred list check is to be carried out. A DBS check gives information only about records held in the UK. If the Hirer wants to employ someone who has been overseas for 3 months or more, they must [request a criminal records check](#) from the countries where the person has lived and worked. If a DBS check reveals any criminal record information on the certificate, the DBS certificate will be provided to the school, for the Head Teacher to decide if the person is suitable to work with children on the premises.
51. **Safer Recruitment:** The Hirer must confirm that every member of staff or volunteer involved in the provision of activities on school premises have undergone pre-employment checks in accordance with KCSiE. This includes verifying DBS checks, identity, right to work, and references.
52. **Staff Training:** Hirers must ensure that all their staff and volunteers are adequately trained in safeguarding procedures and that they are familiar with the school's safeguarding arrangements and report processes, as detailed in our [Safeguarding Policy](#).
53. All adults must be appropriately qualified and experienced to undertake the activities proposed and copies of relevant qualifications must be provided on request.
54. Adequate supervision must be provided, and, where applicable, the Hirer must adhere to the correct adult/minor ratios at all times when these are specified for particular activities e.g. by national governing bodies of sports, scouts etc.
55. Hirers are responsible for the safeguarding for all young people for whom they are providing activities while on the School's premises. It is recommended that all young people be met at the designated location, escorted to their activity and returned for collection by their parents or carers. The Hirer is responsible for supervising all young people until a responsible adult collects them.

56. The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact [dsl@tiffingirls.org](mailto:dsl@tiffingirls.org) as soon reasonably practicable.
57. The hirer understands that if our school receives any allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

**Cancellation:**

58. The School shall have power at any time and without previous notice to cancel any letting by written notice. The Club/Hirer shall have no claim whatsoever against the School in respect of the letting or the cancellation thereof.
59. Cancellation *by the Hirer* (unless weather related – see separate paragraph)
- a) **Block Bookings:** in the case of a cancellation of a block booking, it will be at the discretion of the School to charge the Hirer up to the full amount of the hire charge, together with any other losses whatsoever incurred by the School.
  - b) **Single Bookings:** Cancellation of single bookings must be made at least one full week in advance or the Hirer will be charged the full amount of the booking.
60. Cancellation *by the School:*
- a) The School reserves the right to alter an agreed letting, cancel a letting or close or prohibit the use of any of the said facilities at their discretion, without notice and without assigning any reason, but will endeavour to give as much notice as possible.
  - b) Any amounts paid by the Hirer in respect of a booking cancelled in respect of or in accordance with this condition will be refunded or an alternative date offered, but the School will not be liable for any other expenditure incurred, or loss sustained either directly or indirectly by the Hirer, arising from the cancellation.
  - c) The School reserves the right to terminate a hire agreement with immediate effect and with no refund if the hirer fails to comply with any of the terms and conditions.
61. *Weather related cancellations:* In the event of the Hirer wishing to cancel their booking on the same day due to a forecast of serious adverse weather, up to 50% of the charge will be refunded. In the event of the Hirer arriving on site and finding the facilities unsafe for use due to weather conditions i.e. frozen pitch; or it becomes unsafe during the booking, the School lettings staff on site must be informed immediately and the club will be entitled to receive a credit of up to 75% percent of charge (this will be determined on a case by case basis). The Hirers will be responsible for carrying out their own risk assessments as to whether the outdoor facilities are safe to use and then decide whether they wish to continue with their booking or to cancel it.
62. When the School has prior knowledge of safety issues, including those due to weather, cancellations will be made and full refund will be given.

## Restrictions:

- 63.** Failure to comply with one or more of the restrictions below may result in any subsequent hiring of the facility by the hirer to be cancelled (without refund of any payments to that date) and prohibited in the future. Failure to comply may also result in additional hire fees, or charges for reparation costs and/or other expenses incurred by a breach of the above conditions. The School may choose to pursue legal action if it is deemed appropriate.
- a) The School reserves the right at its absolute discretion to refuse the admission of, or to evict, any person from the facility.
  - b) Hirers shall have access only to those areas and/or rooms covered by the agreement (which will include access to designated toilet facilities where practical). In no case is access permitted to any other part of the premises.
  - c) The use of any School equipment must be authorised by the School representative and used only for the purposes for which it was designed and agreed.
  - d) All play areas (i.e. sports fields, tennis/netball courts/gymnasiums) are strictly out of bounds to parents and siblings for health and safety reasons. It is the Hirer's responsibility to ensure that any parents / carers waiting to collect their children from an activity only wait in the designated area.
  - e) Users are to park their vehicles in designated parking bays only and not obstruct fire access routes, or park on any areas of lawn or road areas that have been clearly marked by yellow restriction lines.
  - f) Neither the premises nor the facilities or equipment may be used for any illegal purpose.
  - g) Hirers are expected to respect the School's neighbours and noise must be kept at a reasonable level at all times during the letting. NO P.A. SYSTEMS, KLAXONS OR LIVE MUSIC IS ALLOWED ON THE PREMISES. Only whistles and hand bells are to be used between 8.30am and 21.30pm.
  - h) No collection, games of chance, sweepstakes or lotteries, nor any betting may be conducted on the premises without the prior consent in writing of the School.
  - i) The letting can only be used for the purpose stated and may not be used to generate income e.g. football leagues or admission charges for performances, without the prior agreement of the School.
  - j) Smoking, vaping and the unlicensed consumption of alcoholic beverages are not permitted anywhere on the School's premises.
  - k) Hirers are reminded that School is an educational campus and there may be children on site. Please ensure that facilities are used correctly and individuals do not use foul or abusive language.
  - l) No dogs (other than guide dogs) or any other animals will be admitted to the School's premises, this includes the pedestrian entrance and the school car park.
  - m) The Hirer shall not interfere with the fabric, fittings or contents of the premises in any way, nor carry out any alterations to the facility, nor shall he fix or cause to be fixed, any apparatus, equipment, notice or decoration without the previous written permission of the School. Nails, pins,

staples, adhesive tape or glue must not be used to affix items to school property without the permission of school staff

- n) The Hirer shall leave the facility in the same condition as prior to their booking; all equipment, furniture etc restored to its original position and in a clean and tidy state.
- o) No roller skates/blades, skateboards, bicycles etc. permitted on playing surfaces or playgrounds.
- p) No open fires/candles or flames of any description allowed on site.
- q) Non-marking trainers to be worn in Sports Centre hall and gyms. Trainers or astro turf boots only can be worn on the Astropitch.
- r) No Hirer shall grant sound or television broadcasting or filming rights without the prior written conditional consent of the School. If such conditional consent is given, the School reserves the right to be a party to any negotiations and to the terms and conditions of any agreement reached between the Hirer and any third party or parties and to share any income and publicity derived therefrom.
- s) No cameras or other photographic apparatus may be brought into the facility for commercial purposes without written permission of the School. No photographs or images of the School's premises may be used for external promotions in any form of media without the express written consent of the Lettings Manager.
- t) No lecture or dramatic work or record in which a copyright exists shall be performed, nor any recording or copy made, unless the Hirer has previously obtained the consent of the owner of the copyright and all necessary fees paid. The hirer must indemnify the School against demands as a result of breach or infringement of copyright. (Please note that the Department for Education currently pays the Performing Rights Society for a blanket licence that covers performances in schools of all works for which the Society holds the copyright. Permission need not be sought for these works only.)
- u) The licensing requirements for public entertainments must be strictly complied with.

### **Users Regulations**

- 64.** The Hirer is responsible for ensuring that all persons and parties under their control, who are admitted to the facility, conform in all respects to the regulations governing the use of the facility.

### **Capacity**

- 65.** The maximum number of people admitted to any function in the facility shall be based on the said facilities hired but must be at the absolute discretion of the School.

### **Right to Re-allocate**

- 66.** If the School is of the opinion that the Hirer is not making complete use of the said facilities, the School reserves the right to re-allocate any unused parts thereof. The School reserves the right to move the Hirer from one gym hall to the other without notice.

## **Transferable**

**67.** The right to use the said facilities is not transferable.

***These terms and conditions of hire form an integral part of the letting agreement.***