



**GUISELEY  
SCHOOL**

# *Lettings Policy*

<b>Approved on</b>	18 <sup>th</sup> June 2025
<b>Reviewed on</b>	Summer Term 2025
<b>Next review</b>	Summer Term 2026
<b>Governors' committee</b>	Resources
<b>Responsible officer</b>	Operations Director

# **Lettings Policy**

## **Procedures and Objectives**

### **1. Context**

Guiseley School operates within guidance and procedures set out by the Department for Education (DfE). Guiseley School has a responsibility to ensure the efficient use of school premises and making them available for use by the local community.

### **2. Definition of a Letting**

A letting may be defined as “Any use of the school premises (buildings and grounds) by either a community group or a commercial organisation”. Activities which fall within the corporate life of the school, such as PTA meetings and events and extra-curricular activities for pupils organised by the school are not considered lettings.

### **3. Aims**

This policy aims to guide individuals and organisations wishing to access and hire Guiseley School and its facilities and sets out a fair and transparent charging policy.

### **4. Objectives**

The Governing Body are committed to ensuring the efficient use of the school's premises and making them available for use by the local community. In doing so it recognises the following principles:

- That school premises represents a significant capital investment and should be utilised as a valuable community resource.
- Educational usage of our premises constitutes a natural priority.
- That a letting operation allows the school to cover the costs of wear and tear, investment in the school facilities and lettings staffing costs.

The Governors have the following additional policy objectives:

- That expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget.
- That school will seek to maximize income from lettings wherever possible.
- That school will accommodate recommended lettings wherever it is economically viable to do so.
- That school reserves the right to use its discretion to cancel/refuse lettings in such instances where they would not be economically viable or in keeping with the core values of the school.

### **5. Delegated Authority**

The Governing Body has delegated the authority to receive applications for lettings of a routine nature to Headteacher, who will work with the Operations Director to accept and decline applications for hire of the premises at Guiseley School. This includes the authority to determine recommended status of any organization in line with Schools Safeguarding processes.

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### **5. Priority Usage**

The Governors have agreed the following categories of priority user for all facilities excluding the AGP:

- Statutory users
- Educational/community users
- Commercial users.

AGP users are defined in Appendix 1.

### **7. Scale of Charges**

In arriving at their scale of charges the Governors have followed the following principles:

- That statutory users will be charged an amount commensurate with statutory regulations.
- Consideration has been given to subsidies being applied to some educational/community users.
- That subsidies and discounted rates are available for community groups that provide social value to the wider community.
- That subsidies, discounted rates and priority booking are available to strategic community partners where those lettings support a provision beneficial to the development and wellbeing of young people in the local area.
- That there will be parity of treatment for similar users.

For the purposes of charging, the governing body has delegated the decision to determine the charge for any individual or organisation to the Headteacher. The basis of charging will be determined by the type of organisation hiring the premises, the purpose for which the letting is arranged and the period of time when the letting is taking place – as detailed in Appendix 1.

### **8. Remissions**

The Governing Body reserves the right to use its discretion to remit or waive any charges, or part thereof, on the basis of a proposed hirer's circumstances as it sees fit. It has delegated this discretion to the Headteacher using the following principles:

- That there will be a parity of treatment for similar users
- That any decision to waive a charge will be subject to periodic review, at least on an annual basis
- That all decisions will be reported termly to the governing body
- That in the event of appeal or dispute the governing body retains the final power to decide.

### **9. Finance Procedure**

Guiseley School will publish the agreed rates on School Hire, these are set out in Appendix 1.

### **10. Cancellations**

The school will manage all hirers and their cancellation requests.

The school must be notified seven (7) days prior to rescheduling or cancelling sessions.

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Sessions that form part of the notice period cannot be cancelled. Any termination or notice given may result in additional charges due to different VAT treatment, after the date of the hire of the venue, we reserve the right to raise a further invoice to the hirer for any additional VAT payment due, such invoice to be payable within seven (7) days of the date of the invoice. At the discretion of school lettings staff this could be offset against any other payments received from the hirer.

The School reserve the right to cancel the booking at any time without notice and without assigning any reason but will endeavour to give as much notice as possible. In such circumstances, the school will refund the hire fee (and any deposit). The School and cannot be held liable for any loss of expenses or earnings arising from the cancellation of a letting.

Educational use of facilities overrides lettings so hirers should be aware that there may be occasions when lettings are cancelled due to School events and examinations. The School and will aim to provide hirers with at least 2 weeks' notice of such events, however, on occasion this may not be possible. Lettings will also be cancelled when events outside the school's control, such as adverse weather, affect the use of facilities.

### 11. Conditions of Hire

- No person under 18 years of age may make a booking for the use of education premises.
- All prospective hirers are required to complete a booking on the School Hire system to comply with the conditions and guidelines for lettings.
- All hiring of the school's premises, including those for which no charge is made, shall be properly documented.
- All hirers should not arrange to use the school's premises or grounds or to commence any advertising until a letting agreement is agreed.
- Hirers must only use the premises for the purpose, length of time and by the named person and organisation stated. The hirer shall not sub-let the premises to another person/organisation.
- All hirers in receipt of a letting agreement (a legal document) will receive a copy of the school's lettings policy. The letting agreement is a contract which the governing body may enforce at law.
- The Governors reserve the right to impose additional hire conditions where necessary and, where these apply, the school will ensure any additional conditions are detailed on the letting agreement.
- Hirers are responsible for damage to premises or property which occurs during or as a result of their letting and appropriate supervision arrangements should be in place for activities held in buildings or grounds.
- The school maintains insurance cover for liabilities incurred by the governing body with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of the hirers and external organisations must have third party liability insurance cover (with an indemnity limit of no less than £5 million).
  - A copy of the valid public liability insurance policy must be submitted with any application to use the school grounds or premises.
  - Employer's liability, professional indemnity or personal accident/injury insurance held by individuals is not sufficient.
- In line with the schools safeguarding policy, all hirers whose organisations involve children under the age of 18 years old or vulnerable adults, must:
  - Submit a copy of their current child protection/safeguarding policy. This must be fully compliant with statutory legislation and meet our school's requirements.

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- Confirm that all coaches/teachers/staff the hirer intends to send to Guiseley School have been subject to the following checks and that the hirer is satisfied that they are suitable to work with children:
  - Enhanced DBS check
  - Barred list check
  - Prohibited list
- The hirer's response and documents will be kept on record via the schools internal systems and will be provided to relevant authorities if requested. Therefore, it is imperative that the information the hirer provides is accurate.
- Hirers must produce ID if requested by a member of staff on site.
- The hirer must comply with all laws relating to the premises and the occupation and use of the premises by the hirer, including but not limited to Health and Safety legislation. All groups must have a Health and Safety policy or plan and appropriate risk assessments in place.
- Hirers must submit a copy of these at the time of booking.
- Of particular importance are first aid, emergency and evacuation procedures and risk assessment.
- There is no legal requirement for the school to provide first aid trained staff or facilities for the hirer. It is the hirer's responsibility to make their own arrangements. School's procedures and equipment will not be made available.
- Hirers must immediately inform school letting staff of any emergency, accident or serious incident that occurs during the letting by telephoning the School Emergency Contact.
- Hirers must ensure that children are not left unsupervised whilst on site at any times. The named hirer is personally responsible for ensuring that all children/members of their group comply with the conditions of the letting agreement.
- For ad-hoc lettings where junior users wish to use the school's facilities, bookings must be made by a person over 18 years of age as the named hirer such as a parent/guardian, who is responsible for supervising the users at all times.
- Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises of grounds.
- Hirers are responsible for putting back anything moved during the hiring period, so it is in an 'as-found' state after use. This includes any hired equipment.
- Hirers are not permitted to use any of the school's equipment unless agreed at the time of booking. Where hirers use the school's equipment, school lettings staff shall satisfy themselves that the hirer is capable of using such equipment.
- Hirers and users must wear the appropriate footwear for the facility that has been hired.
- If the premises or grounds are left in an unacceptable state, the governing body reserves the right to charge a cleaning cost as indicated in Appendix 3.
- For all lettings, due regard and consideration must be given to our neighbours and the school's car parking facilities must be made full use of when available.
- Hirers must not harass, abuse, or threaten any person in or about the premises in any way. Where a person behaves inappropriately, all existing lettings could be suspended or cancelled.
- No smoking or vaping is permitted by individuals hiring the school premises. The whole of the school premises is a non-smoking area.
- Consumption of alcohol by individuals hiring the school premises is not permitted unless the Headteacher/Operations Director has given permission for an occasional licence to be obtained. It is the responsibility of the hirer to ascertain licensing requirements and to ensure that all relevant requirements are met and observed.
- The school, however, reserves the right to refuse, at its absolute discretion, to let its premises or facilities, particularly where the letting may be to the detriment of the school, its

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staff, students and the local community. The following activities are not normally considered to be appropriate for lettings as they are not deemed to be compatible with the mission or purpose of the school and/or are not able to be accommodated within the school's facilities:

- Events or activities with little potential to generate income or support for the school.
- Events or activities which include content which is (and/or have the potential to result in behaviour or conduct) of a nature considered by the school to be offensive, obscene, discriminatory, sensitive or otherwise inappropriate.
- Events or activities which may contravene School policy or procedure, or which are inconsistent with the school's mission or purpose.
- Events or activities which may adversely affect the school's reputation and/or bring the School into disrepute
- This list is intended as a guide and is not exhaustive.

### **12. Administration of Lettings**

The Governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises.

Accordingly, they have delegated the authority to receive applications for lettings of a routine nature to Headteacher, who will work with the Operations Director to accept or decline applications for hire of the premises on any lettings outside of agreed booking types confirmed within the SLA. Term time and holiday letting periods are defined by the published term dates of the school.

### **13. Security and Safeguarding**

The Governors are mindful of their responsibility to protect Guiseley School's assets and safeguard young persons and vulnerable adults using school's premises.

With regard to security of assets, Governors insist upon continuous school staff presence in view of leaving the school vulnerable to theft or damage. All hirers must state the purpose of the hire. Each application will be vetted, and any concerns will be reported to the Headteacher prior to approval.

### **14. Emergency Procedures**

Governors remind all persons/organisations letting the school premises that it is their responsibility to ensure that their users are aware of emergency procedures. Hirers will be made aware of the School Emergency Contact for the period of their letting.

### **15. Complaints procedure**

A formal complaint about the school from someone letting the school premises should be dealt with by the Operations Director. Complaints by a third party about a letting should be forwarded to the hirer for investigation and potential termination of the letting if the outcome is unsatisfactory.

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### Appendix 1. Definition of Users and rates

#### 1. Users

**1.1** There are 4 groups of AGP users;

Investment Partner Club – Guiseley Juniors FC

Partner Clubs – Ilkley Juniors /Menston/ARUFC/Leeds United Foundation/Guiseley CC/Ilkley CC.

Community Users.

Commercial Users.

- Both Investment Partner Clubs and Partners Clubs will receive priority booking as agreed by the Pitch Steering group.
- Pricing structure for users is outline in schedule 3.

#### 2. Hours of Access

##### Term- Time

Community Use Mon - Fri: 18:00 to 22:00

*Sat:* 08:30 to 18:00

*Sun:* 09:00 to 16:00

##### School Holidays

Community Use Mon - Fri: 08:30 to 22:00

*Sat:* 08:30 to 18:00

*Sun:* 09:00 to 16:00

Subject to the School providing appropriate justification to the School's Governing Body, the School may restrict the use of grassed sports areas to protect them to fit in with the school requirements.

It should be noted that the above represents the facilities excluding the all-weather pitch.

The all-weather pitch can only be used after 17:00 hours Monday to Friday and before 09:00 or after 18:00 hours on Saturday and Sunday.

#### 3. Pricing

**3.1** A policy of affordable pricing shall apply to maximise Community Use and in accordance with the aims of this Agreement. Prices shall be no greater than for similar local authority run facilities in the Leeds local authority area.

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### AGP

Hire type	Peak				Off Peak			
	Whole Pitch	Half Pitch	Third Pitch	Quarter Pitch	Whole Pitch	Half Pitch	Third Pitch	Quarter Pitch
Investment Partner Club	£30.00	£15.00		£7.50	£20.00	£10.00		£5.00
Partner Club	£90.00	£45.00		£22.50	£75.00	£37.50		£18.75
Community	£100.00	£50.00		£25.00	£90.00	£45.00		£22.50
Commercial	£125.00	£62.50		£31.25	£100.00	£50.00		£25.00

### Other school spaces

Facility	Booking option	%	Hourly Rate
Activity Studio	Full Dance Studio	100	£ 30.00
Auditorium	Full Theatre	100	£ 35.00
Dining Hall	Full Dining Room	100	£ 30.00
Sports Hall	Badminton Court	25	£ 16.00
Sports Hall	Full Sports Hall	100	£ 45.00
Natural Grass Pitch (11v11)	Full Pitch (11v11)	100	£ 30.00
Drama Studio	Full Studio	100	£ 28.00
Classrooms	Full Classroom	100	£ 26.25
Netball Courts (Non Floodlit)	1 Netball Court (Non Floodlit)	100	£ 28.00

### Notes

- Prices are per hour unless stated otherwise.
- Charges are inclusive of site staff in attendance and heating and lighting.
- In order for bookings to be financially viable and in the unlikely event that the school is only booked by one hirer, we may need to charge a higher price to cover our costs.
- Where value added tax (VAT) is applicable, VAT will be added to all normal charge amounts above.
- Lift access cards are available if required. Hirers will be subject to a £5.00 charge if cards are lost, broken or not returned at the end a letting agreement.
- For event catering, please enquire for our availability and pricing.
- Party food must be eaten in the dining hall.