



Leytonstone

SCHOOL

Lettings Policy

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Resources Committee – February 2026	
Date of next review	October 2026

Key staff involved in the policy

Role	Name(s)
Headteacher	Julian Onyelekere
School Business Manager	Helen Standen
Chair of Governors	Fiona Sinclair
Chair of Resources Committee	Marion O'Hara
ICT Manager	David Price
Site Manager	Sean Goffin

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1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Sports hall
- Library
- Classrooms
- MUGA
- Main hall
- Drama studio

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates.

3.2 Booking amendments

Any amendment to a booking must take place at least 7 days prior to the let and will be at a cost of £5.00. Verbal requests will be considered but must be immediately confirmed in writing. The Hirer must not presume any amendment has been agreed until the Hirer is in receipt of written confirmation from the School.

3.3 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 days' notice. A full refund will be issued if we do cancel a hire. 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. The hirer of the premises can cancel any hire with a minimum of 7 days' notice. If less notice than this is given, the hirer shall not be entitled to a refund.

3.4 Review

The revenue raised from hiring out will be reviewed by the School Business Manager and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 2 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out, sign the hire request form and submit to: communityhire@leytonstoneschool.org. Approval of the request will be determined by the Site Manager in the first instance but may be referred to the School Business Manager.

If the request is approved, we will contact the hirer with details of how to submit payment, including a deposit and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance if they are not an individual wishing to make a private hire, in which case the school can provide public liability Insurance upon request.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 7 days before the start date of the licence. The exception to this is if the hire is for a private function by an individual whereby the school may be able to provide public liability insurance on request for an additional fee.
10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
11. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment;
 - b. Any claim by any third party against the school; and
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
12. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
13. Any cancellations by the school will be refunded.

14. Any cancellations by the hirer received with less than 7 days' notice will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
17. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
18. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
19. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
20. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
21. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
22. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
23. The hirer will be responsible for the security of the school within the area they are hiring and only permit known individual's on to the premises/ alerting the school site team of any individual's that appear to be trespassing.
24. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
26. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.
27. The school reserves the right to conduct a cursory check on individuals and corporate entities before initiating a letting. In cases where the school believes the spirit and intention of an event is abhorrent to the school's values or not in keeping with the school's statutory prevent duty, the letting will be refused.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils 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. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular

activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

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 hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Site team member who is working at the time, as soon as reasonably practicable.

The hirer understands that if our school receives an 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).

7. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable. Any updates to this policy will be shared with the full Governing Board.

8. Equality and Diversity Objective Statement

Leytonstone School demonstrates a clear commitment to the promotion of diversity and equality as highlighted in its policies and related documents.

Leytonstone School aims to create a fair and just school community that promotes social inclusion, community cohesion and equality that respects diversity and which challenges and acts upon all forms of discrimination and inequality, including bullying.

Leytonstone School works actively to celebrate difference and challenge racism, sexism, homophobia and all other forms of prejudice.

The school takes positive action to promote racial harmony and to promote positive attitudes towards life in a multicultural and multi-ethnic and multi-faith school, through assemblies, the curriculum and special projects throughout the year.

There is a continuous focus to ensure that all students have equal opportunities to achieve to the best of their ability regardless of their gender, ethnic or racial background, religion, ability or sexuality.

We actively promote the British Values of tolerance, fairness, respect for other faiths, and the rule of law and democracy. Our Leytonstone School Ethos underpins our whole school behaviour and rewards system.

Please take a look at our School Ethos on the school website: www.leytonstoneschool.org.

For an introduction to the Prevent duty and an explanation of how it aims to safeguard vulnerable people from being radicalised, HM Government has created an e-learning module following consultation with a range of individuals and organisations. The module has

been created with the feedback of teachers, local authority officials, community-based groups, youth workers and many others.

9. Complaints

What if the school has a complaint about our group/organisation?

If the school has concerns about a let the following procedures will be followed:

1. A representative of the School will verbally raise the concern with the named Hirer on behalf of the Headteacher.
2. The situation will be monitored for two sessions to allow the issues to be addressed.
3. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
4. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note: If the Hirer blatantly breaks the conditions of usage, the let can still be terminated immediately.

What if I, as the Hirer, have a complaint about my let or booking agreement?

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed:

1. Talk to the named representative of the School to discuss the problem. Allow 5 working days for the situation to be resolved.
2. If still unresolved, the Hirer should notify the Headteacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next appropriate Resources committee meeting. (If the concern needs urgent attention, a special meeting of this group will be convened.)
4. If still unresolved, the matter will be taken to the next full Governing Board meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

What if a third party complains?

1. If the school receive a complaint from a third party they will investigate on behalf of the Governing Board and a written response will be sent to the complainant within 10 working days.
2. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Resources committee. A final response will then be sent by the Chair of the Governing Board explaining the final outcome.

10. Appeals procedure

If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Board.

2. The appeal should be made in writing and will be presented at the next full meeting of the Governing Board.
3. The Hirer will be informed of any action and/or decision taken by the Governing Board.
4. The decision of the Governing Board is final.

Appendix I: Booking Procedures Checklist

<h3>BOOKING PROCEDURES CHECKLIST</h3>
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1. Issue application + Conditions of Usage and Booking Procedures to the potential Hirer (as attached).
2. Receive completed application form (mark date of receipt).
3. Assess suitability of applicant.
4. Check availability of premises.
5. Check availability of caretaker.
6. Check availability of /notify DSO kitchen staff, where appropriate.
7. Book let into diary with Hirer's contact number.
8. Send permit and invoice for booking.
9. Receipt of deposit/payment in full.
10. Send receipt of payment to the Hirer.
11. Receive any outstanding payment (where in two stages).
12. Confirm booking in diary, with site manager and DSO staff (where appropriate).
13. Send receipt to Hirer and confirmation of booking.
14. Process payment - send payment to the School
- log payment into lettings accounting system

Appendix 2 – Application form for the use of school premises

APPLICATION FORM FOR THE USE OF SCHOOL PREMISES

This form is to be completed by the person responsible, on behalf of the Hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our lettings policy are adhered to at all times.



AGREEMENT FOR THE HIRING OF FACILITIES AT LEYTONSTONE SCHOOL

Name of Hirer:
Name for invoice:
Address:
Address for invoice:
Contact details:
Room/space required:
Date(s) required:
Hours (from/to):
Precise purpose of hiring:
Fee and Payment Terms:
Payment Terms:
Special Notes:
Declaration (delete where applicable): I hereby make application for hiring the above facilities at Leytonstone School. I also confirm the following documents and checks are in place and take full responsibility for them (please tick/mark as confirmation). <ul style="list-style-type: none">I have the correct Public Liability Insurance in place and the details are as follows: The Public Liability Insurance No Date of Issue:

(please supply copy of document to school).

- I can confirm all **DBS & Safeguarding** checks have been completed ahead of the use of facilities.
- I have organised sufficient first-aid provision in place during the facility hiring period.
- I confirm that in accordance to any government guidance all Risk Assessments are in place ahead of the use of the facilities, at all times i.e. Health & Safety, COVID-19, etc.

I agree to pay the balance of the cost due as set out above and to accept and comply with the terms and conditions of hire set out below and overleaf.

Signed:

Date:

Name (in block capitals):

Booking confirmed – for and on behalf of **Leytonstone School,
Colworth Road, Leytonstone,
E11 1JD
020 8988 7420**

Signed:

Dated:

Name (in block capitals):

- I have read and accepted all the above Terms and Conditions of the Hire and the lettings policy (Please tick)

Signed:

Date:

Name (in block capitals):

Appendix 3 – Lettings Invoice

LETTINGS INVOICE

Headed Paper

«Address»

«Page»

Date: «InvoiceDate»

«Type» Number: «Number»

For the hire of the following facilities:

Item	Nett	VAT	Gross
«Description»	«Nett »	«VAT »	«Gross»
«Next Record»«Description»	«Nett »	«VAT »	«Gross»
«Next Record»«Description»	«Nett »	«VAT »	«Gross»
«Next Record»«Description»	«Nett »	«VAT »	«Gross»
«Next Record»«Description»	«Nett »	«VAT »	«Gross»
«Next Record»«Description»	«Nett »	«VAT »	«Gross»
«Next Record»«Description»	«Nett »	«VAT »	«Gross»
«Next Record»«Description»	«Nett »	«VAT »	«Gross»
«Next Record»«Description»			
«Next Record»« Description »			« Gross »

Terms: Immediate by bank transfer

VAT No: 248 2128 66

Please make payment to:

Lloyds Bank - Sort Code: 30-94-51; Account number: 33990460

Account name: Leytonstone School

Appendix 4 – Reminder re Lettings Invoice

REMINDER RE: LETTINGS INVOICE

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay, by _____ (date) the sum of £_____ which is the balance now due.

*We would also like to remind you that a deposit of £_____ is also due for payment now.

Failure to pay the amount due by _____(date) will mean that your booking to let part of the school premises will NOT be able to go ahead.

We thank you for your co-operation.

Yours sincerely,

Appendix 5 – Confirmation of booking to let school premises

CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the Letting Invoice dated _____ which was previously sent to you.

Please find enclosed a receipt for payment covering the cost of this let.

We hope you will find our premises a satisfactory venue for your let and will consider using us again in the future.

Yours sincerely,

Appendix 6 – Hirer’s Agreement

HIRER’S AGREEMENT

This agreement must be signed by both the Hirer and the Site Manager.

This agreement calls for the Hirer and Site Manager to check the condition of the area and facilities covered by the Hirer’s booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Site Manager on duty beyond that of the Hirer’s booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER

Signature:

Site Manager:

Signature:

Date:

Time:

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Site Manager *was/was not/will be required to spend extra time on duty.

Estimated time required:

Should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER

Signature:

SITE MANAGER

Signature:

Date:

Time:

Appendix 7 – Conditions of Letting School Kitchen

CONDITIONS OF LETTING SCHOOL KITCHEN

THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING

1. Ovens and cooker tops must be cleaned.
2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down.
4. Floor must be swept clean and mopped if necessary.
5. All utensils used must be cleaned, dried and returned to their original place.
6. Only adults preparing food are permitted access to the kitchen area.
7. NO SMOKING in the kitchen at any time.
8. NO CHILDREN in the kitchen at any time.

You are advised that you must adhere to the times agreed as stated in your letting agreement.

Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.

Please ensure the Hirer's agreement – Kitchen form has been signed by both yourself (the Hirer) and the Site manager at the beginning and end of the letting.

Appendix 8 – Hirer’s Agreement - Kitchen

HIRER’S AGREEMENT - KITCHEN

This agreement must be signed by both the Hirer and the Site Manager. This agreement calls for the Hirer and the Site Manager to check the condition of the area and facilities covered by the Hirer’s booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Site Manager and staff on duty beyond that of the Hirer’s booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

Hirer signature:

Site Manager Signature:

Date:

Time:

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Site Manager/*and ___ no. of staff *was/was not/ will be required to spend extra time on duty.

Estimated Time:

Should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

Hirer signature:

Site Manager signature:

Date: