



The King's (The Cathedral) School

The Lettings Policy

Responsibility:	Chief Financial Officer
Ratified By:	Governing Body
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1. Policy Statement and Aims

It is the policy of the Governors of The King's (The Cathedral) School (now referred to throughout, as the "School"), that school premises and facilities may be available for use by outside bodies at the discretion of the Headteacher, subject to their not being required for use by any organised activity within the school.

Our aims are to:

- Ensure the School's primary purpose of providing education to pupils is never compromised
- Make premises available to support community organisations where appropriate
- Charge for use of premises to cover costs and, where appropriate, raise additional funds
- Ensure all hiring is conducted safely and in accordance with safeguarding requirements
- Protect the School from liability through appropriate terms and conditions

Priority of use: Premises and facilities are provided primarily for the educational and extra-curricular life of the School. Any use by external bodies will always be of lower priority than internal School use.

School-associated organisations: Use by organisations formed solely to support the School (e.g. the PTA) will be deemed internal use and not subject to charges. Other School-associated bodies (e.g. clubs, associations) will be treated as external hirers.

2. Areas Available for Hire

2.1 Available Areas

The following areas are available for hire, subject to availability:

- **Classrooms**
- **Hall**
- **Dining Room**
- **Specialist Rooms** (Drama, Art, Music)

Not available for external letting: Sports Hall, Astroturf, and Sports Pitches.

2.2 Capacity and Rates

See **Appendix A** for detailed charges and capacity information.

Additional charges:

- Weekend lettings: Additional £20 per day
- VAT will be added where applicable
- Additional cleaning charges may be levied where unreasonable cleaning is required

What is included: Charges include normal security (caretaking) and cleaning costs only. Use of any additional equipment (e.g. musical instruments, sports equipment, kitchen facilities) is not included and must be requested separately.

Kitchen access: Entry to kitchens is normally prohibited under hygiene and health & safety regulations. Catering services can be arranged separately upon request.

3. Booking Process

3.1 How to Book

All bookings must be made through the **Finance Office**, who maintain a Booking Diary.

To request a booking:

1. Complete the Booking Request Form (**Appendix B**)
2. Submit to the Finance Office with adequate notice
3. Await confirmation of availability

Important: Failure to submit a Booking Request Form sufficiently in advance (one calendar month) may result in the requested premises or facilities not being available.

3.2 Booking Confirmation

Upon receipt of a Booking Request Form, the **Finance Office** will:

- Seek prior authorisation from the Headteacher as to whether to progress the booking
- Check availability of rooms and resources
- Confirm or decline the booking
- For external/unknown hirers: request a **25% non-refundable deposit** before confirmation
- Provide emergency evacuation procedures and health & safety information
- Request proof of public liability insurance (to be provided at least 10 days before the hire date)

The School reserves the right to decline any applications at its absolute discretion, particularly where the organisation does not uphold the values of the School or where reputational damage may occur.

4. Charges and Payment Terms

4.1 Deposit (External/Unknown Hirers)

A deposit of **25% of the estimated final invoice cost** is required before booking confirmation. This deposit is **non-refundable**.

4.2 Final Payment

Following the booking, the Finance Office will issue an invoice for:

- The charges set out in Appendix A
- Less any deposit paid
- Plus any additional damage or excessive cleaning charges
- Plus VAT where applicable

Payment terms: Invoices must be settled within **30 days** of presentation. The School reserves the right to take debtor pursuit action if necessary.

4.3 Definition of Damage

"Damage" includes physical damage to premises or equipment, and the causing of unreasonable cleaning requirements following any booking.

5. Cancellation Policy

5.1 Cancellation by the School

The School reserves the right to cancel any agreed hiring with a minimum of **1 days' notice**.

- A **full refund** will be issued if the School cancels a hire
- The School will make every effort to provide a suitable alternative but cannot guarantee this
- The School will not be liable for any indirect or consequential losses, including loss of profits, loss of business or loss of revenue

5.2 Cancellation by the Hirer

Hirers may cancel with the following notice periods:

- **7 days or more notice:** Full refund (less deposit)
- **Less than 7 days' notice:** No refund

6. Terms and Conditions of Hire

By signing the Booking Request Form, the hirer agrees to the following terms and conditions:

6.1 Legal Status

1. The hirer occupies the premises as a **non-exclusive licensee**. No landlord-tenant relationship is created.
2. The School retains control, possession and management of the premises at all times.
3. The hirer shall not sub-licence any part of the premises.

6.2 Use of Premises

1. The hirer shall use the premises only for the purpose agreed in the Booking Request Form.
2. Any additional or unauthorised use will result in immediate termination and excess charges.
3. The hirer shall not conduct any illegal or immoral act on the premises.
4. The hirer shall not display any advertisement, signage or notices without prior written agreement.
5. The hirer shall observe maximum capacity rules and not allow these to be breached.

6.3 Insurance and Liability

1. The hirer must have **public liability insurance** with a reputable insurer and provide proof at least **10 days** before the hire date.
2. The hirer shall indemnify the School against:
 - Any damage to premises or equipment
 - Any claims by third parties
 - All losses, costs and liabilities arising from breach of these terms or any act/omission of the hirer
3. The School's maximum liability shall not exceed the total fees paid under the licence.
4. Nothing excludes liability for personal injury or death arising from negligence.

6.4 Health and Safety

1. The hirer is **responsible for all health and safety matters** during the hire period, including those in attendance.
2. The hirer must carry out appropriate **risk assessments** relating to their activities.
3. The hirer must familiarise themselves with:
 - Emergency evacuation procedures
 - Location of fire alarms and fire-fighting equipment
 - Means of escape (which must be kept clear)
4. The hirer must comply with all applicable laws and regulations.

6.5 Equipment and Premises Care

1. All electrical equipment brought onto the premises must be **PAT tested** in accordance with current legislation.
2. The hirer must acquire all appropriate licences for their activities, including those for third-party intellectual property.
3. The hirer shall leave the premises **clean and tidy**, in the condition it was found.
4. The hirer shall not leave any of their own equipment behind without prior agreement.
5. The hirer shall immediately report to the School, any damage to equipment and/or premises, however caused.

6.6 Parking

1. Cars are parked on the School site **at the owner's risk**.

6.7 Breach and Termination

1. If the hirer breaches any terms, the School reserves the right to:
 - Terminate the licence immediately
 - Retain any fees already paid
 - Pursue any other available remedies
2. Breach of these terms will result in cancellation of future hires without refund.

6.8 Governing Law

1. This licence is governed by the laws of **England and Wales**.
2. The courts of England and Wales have exclusive jurisdiction over any disputes.

7. Safeguarding Requirements

7.1 Our Commitment

The King's (The Cathedral) School is dedicated to ensuring the safeguarding of its pupils at all times. Compliance with the School's safeguarding requirements is a **condition of hire**. Any failure will result in immediate termination of the hire.

7.2 Hirer Responsibilities

The hirer must:

1. Ensure appropriate safeguarding measures are in place during the hire period
2. Have appropriate **safeguarding and child protection policies** in place
3. Provide copies of these policies to the School on request
4. Comply with all requirements set out in **Keeping Children Safe in Education (KCSIE) document**

7.3 DBS Checks

Where hirers may come into contact with pupils (e.g. during school hours, after-school clubs, or when pupils are present), the School will require:

- Confirmation that hirers have had appropriate **DBS checks**
- Written confirmation that appropriate safeguarding checks have been carried out on all individuals who may have contact with pupils

7.4 Reporting Concerns

If any safeguarding concerns arise during the hire, the hirer must contact the School's **Designated Safeguarding Lead** immediately:

Contact: Lucy Willis - willis.l@kings.peterborough.sch.uk

7.5 Allegations

If the School receives an allegation relating to an incident during a hire period, the School will:

- Follow its usual safeguarding policies and procedures
- Inform the **Local Authority Designated Officer (LADO)**
- Take immediate action to safeguard children

7.6 Safeguarding in Hire Agreements

The School will seek assurance that hirers have appropriate safeguarding policies and procedures in place by:

- Requesting copies of policies
- Requiring written confirmation of compliance
- Including safeguarding requirements in all hire agreements

Failure to comply with safeguarding requirements will lead to termination of the hire agreement and may result in termination of future bookings.

8. Monitoring and Review

8.1 Premises Team Responsibilities

The Premises Manager will:

- Direct the Premises Team regarding security and cleaning for all bookings
- Safeguard premises and facilities by all reasonable means
- Immediately report any damage to the Chief Financial Officer and Headteacher
- Report notifiable damage to insurers without delay

8.2 Policy Review

This policy will be reviewed every year by the Governors' Finance & Audit Committee when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

Charges (Appendix A) will be reviewed annually and updated as necessary.

Appendix A: Schedule of Letting Charges

Standard Charges

Area	Hourly Rate	Daily Rate	Capacity
Classrooms	£20 per hour or part thereof	£100 per day	32
Hall	£50 per hour or part thereof	£250 per day	449 including balcony
Dining Room	£35 per hour or part thereof	£175 per day	180
Specialist Rooms (Drama, Art, Music)	£30 per hour or part thereof	£150 per day	TBC when booking room

Additional Charges

- **Weekend lettings:** Additional £20.00 per day
- **VAT:** Added at the appropriate rate where applicable
- **Damage/excessive cleaning:** Charged at cost

What's Included

The charges above include:

- Normal caretaking (security) costs
- Normal cleaning costs
- Use of the specified room/area only

What's NOT Included

The charges do NOT include:

- Use of any equipment within the rooms (e.g. musical instruments, sports equipment)
- Use of kitchen areas
- Catering services
- Additional cleaning beyond normal requirements

Additional equipment and services are available on request and will be charged separately.

Reduced Rates

The School may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the School. Decisions will be made by Headteacher.

Appendix B: Booking Request Form

TO:

The King's (The Cathedral) School
Park Road
Peterborough
PE1 2UE

Hirer Details

Name of individual/organisation:

Company number (if applicable):

Address:

Telephone:

Email:

Preferred method of contact:

Booking Details

Area(s) requested:

Date(s) required:

Time access required:

Time fully clear of site:

Purpose of hire:

Expected number of attendees:

Is this a one-off or recurring booking?

If recurring, please specify frequency: _____

Additional Requirements

Special requirements:

Additional equipment required from School:

Equipment you will be bringing:

Safeguarding

Please confirm your safeguarding arrangements:

Do you have a safeguarding policy in place? **Yes / No**

Will your staff/volunteers have contact with pupils? **Yes / No**

If yes, please confirm DBS checks are in place: **Yes / No**

Insurance

Public liability insurance provider:

Policy number:

Expiry date:

I confirm I will provide proof of insurance at least 10 days before the hire date.

Declaration

I/We understand and agree to the following:

- I/We will familiarise ourselves with emergency evacuation procedures, fire alarms, fire-fighting equipment and means of escape
- Unless specifically included in the booking, no use of additional premises, facilities or equipment may take place
- Any unauthorised additional use will result in excess charges
- Unreasonable cleaning requirements will result in additional charges
- The School may cancel any booking due to unforeseen educational priorities, though every effort will be made to provide an alternative
- The School does not provide insurance cover beyond that which it is legally obliged to provide
- I/We have adequate insurance provision relevant to the underlying activity
- All electrical equipment brought onto the premises has been PAT tested
- **I/We agree to comply with all safeguarding requirements set out in the Lettings Policy**
- **I/We agree to all Terms and Conditions set out in Sections 6 and 7 of the Lettings Policy**

Signature:

Print name:

Date:

Position (if booking on behalf of organisation):

For Office Use Only

Date received: _____

Approved by: _____

Deposit required: £ _____

Deposit invoice issued: _____

Deposit received: _____

Insurance proof received: _____

Booking confirmed: _____

Please return this form to:

- **Email:** Finance@kings.peterborough.sch.uk
- **Post:** Finance Office, The King's (The Cathedral) School, Park Road, Peterborough, PE1 2UE