

Belong. Aspire. Achieve.



Lettings Policy

2026 – 2028

To be used in conjunction with:

- Lettings Charges

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1. Introduction

Eggar's school (Hereafter known as 'the school' or 'school') is committed to ensuring that the school's premises are used for the benefit of the whole community. The education of children is the prime purpose of the school; however, we believe education is a life-long process which should be open and accessible to all.

The school is willing to let its premises for the following reasons:

- a. To promote the sensible use of the school's premises for the mutual benefit of the school, groups and individuals in the community.
- b. To raise revenue which will be used to the educational advantage of the students in the school.

As part of our aim to be at the 'heart' of the community, promoting community use is important to us and we may give preference to activities which our students can play an active part.

The school's facilities will not be used in any way that is detrimental to students. We reserve the right to cancel any booking without notice should we have cause for concern.

2. Aim

This policy ensures that a fair agreement is in place between the school and the hirer with terms and conditions laid down in writing to which both may refer. It enables Senior Managers, with the Governing Body, to regulate the use of school premises outside the school day and enables the School to regulate and determine to whom the premises will be let.

The day-to-day management of the lettings of the school premises is the responsibility of the Site Manager who is accountable to the Head Teacher.

3. Site Manager

The Site Manager on duty will be informed of the exact extent of the facilities authorised for use by the hirer and the approved time of use. The Site Manager on duty will provide assistance if required, ensure security of the premises throughout the period of the hire and be available for emergencies. The premises hired must be left clean and tidy. The Site Manager on duty will be paid for half an hour for unlocking and locking of premises at the beginning and end of lettings (where this is outside contractual hours).

Please call the Lettings Mobile on 07733920905 to reach the Site person on duty in the event of an emergency. All hirers are advised to have access to a mobile telephone number that can be used to call the emergency services in the event of an accident.

4. Facilities available for hire and the charges

The school decides which parts of the premises are available for hire. The premises may be hired for community and private use out of school hours with charges set by the school and are reviewed annually by Eggar's local Governing Body.

The school may offer discounted pricing for local community groups where it is deemed appropriate by the school. As a minimum a local community group must be a group that is open to a high proportion of people in the local community, must not be a business and must be a not-for-profit basis. Application for the hire of the school's premises is to be made by the group through SchoolHire's online booking system and each case will be considered by the Lettings Manager and supported by the School's Business Manager on its individual merit.

We have a Key Client agreement with Alton Hockey Club where certain areas and hours are prioritised for their use.

5. Terms and conditions of use

The school may from time-to-time change or add to these terms and conditions for security, legal or regulated reasons. We will endeavour to give you at least 14 days' written notice of any changes or additions.

The following terms and conditions are the minimum expectations between the school and the hirer(s). These terms and conditions are agreed to by both parties upon acceptance of booking on SchoolHire's website and the hirer is required to confirm agreement to the below upon booking through the SchoolHire website.

Terms and conditions of use of school premises ensure:

- a. That facilities are used correctly.
- b. That each hirer obtains the full benefit of their period of hire.
- c. That fair notice is given by both parties of the cancellation of the hire.
- d. That the intention of the hirer in booking the facilities is firm and by contract agreement.
- e. That the school personnel will be available to facilitate the conditions of the hire.
- f. That health and safety regulations are understood and in place.
- g. That local, legal and school regulations and restrictions are understood and adhered to.

6. Terms and Conditions

6.1. Acceptance of conditions

The hiring of facilities/premises is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions. Compliance with conditions: the hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

6.2. Booking Conditions

The procedure for arranging hire of the school's facilities is as follows:

1. Complete the booking process through SchoolHire's website with a request for hire of the school's facilities. The school will approve or reject the request for hire through SchoolHire. Bookings will be accepted subject to receiving necessary documentation where required, as prompted on SchoolHire and receipt of payment.
2. The hirer will be provided via SchoolHire with a copy of this policy including terms and conditions of hire, together with the Health & Safety policy, the relevant community user's risk assessment, Child Protection and Safeguarding Policies.
3. If approved the hirer must make the required payment in line with charges determined by the school.
4. These terms and conditions must then be complied with throughout the course of hiring the school's facilities.
5. The school facilities will not be available for use until the application for hire via SchoolHire has been accepted by the school and the charges paid by the hirer.
6. All hire arrangements are for a maximum of one academic year and will end on 31 August each year if no earlier date is agreed.
7. The school reserves the right to refuse an application for hire of the facilities.
8. The school reserves the right to decline booking requests due to inadequate notice. It is essential for the hirer to provide adequate notice, to ensure proper arrangements can be made for open and closing of the site.
9. In general, applications for hire will not be accepted for dates more than twelve months in advance, except for special events such as those that needing more extensive preparations.
10. The hirer shall satisfy themselves that the facilities to be hired are suitable for their purposes.

11. The use of the premises must not interfere with the proper working of the school or impair its efficiency. In particular, the hirer acknowledges that it will not have exclusive use of the site.
12. The Grass sports pitches shall have a limited playing capacity. The school reserves the right to restrict use of the grass sports pitch to protect it during any inclement weather, when damaged or under repair, when waterlogged or to fit in with the school curriculum or school demands.
13. The hirer is to take good care of and not cause any damage to be done to the facilities or to any fittings or equipment or other property in the facility. The hirer is to make good and pay for any such damage caused by any act or neglect of the hirer or anyone for whom the hirer is responsible or anyone permitted by the hirer to enter the facility.
14. If classrooms are hired, they must be returned to the original state they were found in. The hirer must obtain in writing permission to significantly move furniture within Classrooms beforehand. We recommend taking a photograph to help you ensure that things are returned to the correct place.
15. The school shall retain control, possession and management of the facilities and the hirer has no right to exclude the school from any facilities it has hired.
16. Organisations submitting a hire request involving working with children will submit a copy of their current Health & Safety, Child Protection and Safeguarding Policy/ies to the school and present their DBS certificates (for all adults who will be working with children) to the school for checking or provide a letter of assurance. The letter of assurance should confirm that the company has conducted a thorough check of the visitor or contractor's DBS, ensuring that it is current and enhanced, and that they have no convictions. Additionally, it must state that they have read and understood the contents of KCSIE (Keeping Children Safe in Education) part 1 which can be found on www.gov.uk.
17. Self-let hirers must ensure that the entrance gate to the pitch is locked, using the padlock provided, at the end of the hire period.
18. They will be required to confirm they have read and understood the school's Health & Safety policy.
19. In the event the hirer at any time during the period of hire commits a breach of any of these terms and conditions the school may terminate the booking and retain all sums paid by the hirer. The school may refuse to grant any further application from the hirer for the hire of the school facilities.
20. The school may amend these terms and conditions of hire at any time and shall notify the hirer.

6.3 Failure to conform to this policy

The school will issue one written warning per year for failure to conform to this policy. If there is no improvement in the situation over an agreed timeframe this may result in the cancellation of the booking.

6.4 Safeguarding

1. The hirer will be required to confirm they have read and understood the school's Child Protection and Safeguarding policies (available on SchoolHire, from the Letting's Manager or on the school's website). Failure to comply with Safeguarding requirements will lead to termination of the hiring agreement.
2. The school must report any hirer related safeguarding allegations to the Local Authority Designated Officer (LADO). If something is reported to the school, we must follow our own safeguarding policies. These procedures can be found on the school website. Hirers are expected to report any incident to the school's Designated Safeguarding Lead (DSL) dsl@eggars.hants.sch.uk within 24 hours.
3. Hirers who provide community activities or after school clubs for children (individuals under the age of 18) must ensure that they comply with the regulations and safeguarding stipulations set out by the Department for Education.
4. Hirers shall be responsible for ensuring appropriate safeguarding and child protection policies and procedures are in place as set out in 'Keeping Children safe in out-of-school settings' which can be found on www.gov.uk. The school retains the right to cancel the letting if safeguarding requirements are not met. The school may also complete visits to the hirer to ensure safeguarding requirements are met.
5. It is the responsibility of the hirer to ensure all staff present or people in a position of responsibility complete basic safeguarding training at a minimum.
6. The hirer is required to have a Child protection and safeguarding policy including the hirer's complaints procedure which should include provision for children, young people and families to raise safeguarding concerns together with a whistleblowing policy, so staff are able to raise any concerns and a staff behaviour policy. The school reserves the right to request a copy at any time.

6.5 Charges

Charges applicable for the hire of school facilities will be determined by the school and may be revised with effect from 1 September each year.

All payments should be made vis credit or debit card upon booking through the SchoolHire website. Cash and cheque payments will not be accepted. Charges shall be paid in advance by the hirer.

Bookings may be made for single or repetitive lettings for the period referred in the online application process.

We do not accommodate breaks of less than two hours between bookings on the same day, you will be charged in full, from the start to the finish time.

If a hirer overruns the period of the Hiring, then the school will add an additional charge on the hirer at a rate of 1.5x the standard hourly rate of the facility hired per hour of part thereof.

For sole out of hours use, caretaking and or cleaning costs may apply.

The school reserves the right, on proper notification, to invoice the hirer for any charges arising from excessive cleaning time incurred as a result of the hirer failing to leave the facilities in a reasonable condition, or for repair of the premises or equipment damaged by the hirer, or resulting from the hirer failing to vacate the premises by the time stipulated in the Booking confirmation.

Lettings Charges will be reviewed annually. An annual increase of 3%, rounded up to the nearest fifty pence, will be applied to all charges at the beginning of the academic year commencing on the first of September.

6.6 Cancellation of Booking

All cancelations must be made to the school via the SchoolHire website.

Termination of a Single Booking: A single booking may be cancelled by the hirer giving the hirer cancels through SchoolHire's website a week prior to the session. Where this period of notice has been given, the Charges relating to the cancelled booking will be refunded by the school. If the booking is cancelled with less than a weeks' notice a 50% refund will be issued.

Termination of Block Booking: The school requires a minimum of 14 days prior notice via SchoolHire should the hirer decide to cancel their block booking. This is to enable us to update our systems and offer hirers on any waiting list the chance to take the session.

The school may at any time before or after the start date of a booking cancel, postpone or delay a booking in which case the hirer will be notified and reimbursed the Charges paid (or the appropriate amount of the Charges as the case may be). If the school must

postpone or cancel a booking, then as much notice as possible will be given to the hirer. The school does not accept any liability for any loss arising from any postponement or cancellation to a booking.

Cancellation due to force majeure & Weather: The school will not be liable or responsible for any failure to perform or delay in performance of, any of its obligations under these terms that is caused by events outside its reasonable control (Force Majeure Event). A Force Majeure Event includes but is not limited any act, event, non-occurrence, omission or accident beyond the school's reasonable control. In the event of the school this includes, in particular (without limitation), the following:

- a. extreme adverse weather conditions.
- b. interruption or failure of utility service, including but not limited to electric power, gas or water.
- c. impossibility of the use of public or private telecommunications networks.
- d. any pandemic, epidemic or other health emergency or lock-down issued by the government, and any period of self-isolation or shielding required by Personnel as a result of following prevailing Government guidance during the course of a pandemic, epidemic or other health emergency.
- e. strikes, lock outs or other industrial action.
- f. civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war.
- g. fire, explosion, flood, earthquake, subsidence, epidemic or other natural disaster.
- h. impossibility of use of the railways, shipping, aircraft, motor transport or other means of public transport.

In such cases we will endeavour to find a mutually convenient alternative date for the cancelled event or issue a pro-rata refund. The school will not accept liability for any additional costs incurred by the hirer in the event of such a cancellation.

In the event of inclement weather please contact the school to confirm the availability of the outdoor facilities one day prior to the event.

6.7 Use of Premises

The school's responsibilities:

1. For the duration of the hire period the school will be responsible for ensuring adequate means of escape from school premises in an emergency, including external lighting where required.
2. The school will carry out periodic monitoring of hire activities to ensure compliance with these hire terms and conditions.

3. The school may refuse a letting if there is a possibility of public disorder or if it is contrary to the ethos of the school.

The hirers responsibilities:

For the duration of the hire period, the hirer will be responsible for ensuring the following:

1. Booking for hire will not be permitted to persons under the age of 18 years or to any organisation or group with an unlawful or extremist background.
2. That its use of the school facilities does not interfere with running of the respective schools, educational use or cause any nuisance or annoyance.
3. The hirer is required to provide proof of a valid public liability insurance policy as well as relevant Risk Assessments and DBS information to the school and that they are kept updated.
4. That use of the school facilities is for the purpose, length and time and by the named person and organisation stated during the booking process only. The hirer (and its staff and participants) must not arrive earlier or stay later without the prior written agreement of the school.
5. It is the hirer's responsibility to ensure this policy is shared with all members of their party and anyone associated with their hire.
6. All members within the hirers party are the responsibility of the hirer. All parents, siblings, spectators and visitors should remain within the hired area.
7. All children including siblings must be supervised while on site.
8. That hirers book the facility for the time they intend to be onsite for not just the duration of their activities/classes. The hirer should ensure they factor in sufficient time to set up and disassemble any equipment before and after into their booking request.
9. Adequate supervision is maintained at all times by the hirer and emergency procedures followed.
10. No school equipment is to be used by the hirer without prior agreement. School furniture and equipment shall not be moved by the hirer. If the hirer does use equipment, it must be returned to its original position at the end of the hire period.
11. The hirer must have in place a fire evacuation plan and be aware of the fire assembly point, located in the play courts from 08:30 – 16:00 or the grassed area at the front of the main building after 16:00. Emergency exits, fire extinguishers, alarm points must not be obstructed at any point.
12. That the hirer's facilities and equipment must be used in a responsible manner which does not compromise the safety of the users or the premises and equipment. Equipment must be used for the purpose for which it was designed.

13. Flammable and/or hazardous substances are not to be used without prior agreement. No gas cylinders or canisters are to be used on the premises. Combustible materials are not placed adjacent to heat sources.
14. Arrangements must be made to ensure the school's facilities and premises are secured at the end of each hire period, if appropriate.
15. Signs or advertisements relating to the hirer's activities must not be displayed without the prior approval of the school, please see the Advertising policy which sets out charges.
16. Nails, tacks, screws etc, shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be carried out/put up on the school's premises.
17. Litter and property belonging to the hirer or its staff and attendees is to be removed by the hirer at the end of each period of hire. Any costs incurred by the school in removing rubbish and other items left by the hirer, its staff and attendees will be paid by the hirer. ALL GLASS MUST BE TAKEN HOME BY THE HIRER AS WE CANNOT DISPOSE OF IT.
18. No food, Drink, Chewing Gum or Litter is allowed on the ATP, Sports Hall and Gymnasium.
19. Alterations to lighting or heating systems in the school premises are forbidden.
20. Markings are not to be made on the grass of the school playing fields or hard areas without the school's prior consent in writing.
21. That any electrical equipment brought onto the school's premises must have had a portable appliance test (PAT) prior to using on site and be made available for inspection by the school prior to the period of hire.
22. That the hirer does not use the school premises in a way which breaches any legislation, nor for any immoral use.
23. The hirer shall not cook or use any kitchen premises within the school premises at any time.
24. The hirer is responsible for any damage caused to the school premises during the period of hire. The hirer shall make good any damage to the school premises to the satisfaction of the school other than normal wear and tear which relates to the hirer's use of the premises.
25. The hirer will pay for any additional fees incurred as a result of an emergency call out, if it is determined that the emergency call out was unnecessary. The school defines 'Emergency' as a serious, or dangerous situation requiring immediate action.
26. The hirer agrees to comply with all laws, regulations and notices and consents relating to hire of the school premises.
27. The Hirer shall not allow any third party to use the school premises during the period of hire other than those permitted on school premises for the purpose of

the hire. The Hirer must not sub-let or share the premises with any third-party organisation which is not permitted in line with the original application for use. Any subletting at school Facilities needs approval prior to completion of booking.

6.8 Health and Safety

The Hirer must make appropriate arrangements for first aid assistance and equipment, particularly for sports related activities.

Footwear likely to damage the floors of the school premises is not to be worn. No Studded footwear (even moulded) or blades are to be worn on the ATP, if any attendees associated with the hire are seen to be wearing incorrect footwear the Hirer will receive a warning. Any further instances of incorrect footwear being worn will result in the Hirer being fined £25 for each offence. In the event of continuous fines being issued the school reserves the right to terminate the Hire with immediate effect. It is the responsibility of the Hirer to ensure correct clean footwear is worn by all staff and attendees associated with the Hirer.

The school has CCTV systems in place to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the school's CCTV policy.

The Lettings Manager will provide hirers with guidance on the maximum numbers that can safely be accommodated in the Gym, Hall etc for large events upon request.

With the exception of Assistance Dogs, strictly no dogs on site at any time.

Cycling is not permitted on site. Cyclists are required to dismount when entering through the gates and wheel their bike to the bike store.

Premises hirers and community third party users must report all facility incidents related to **unsafe premises or equipment** to the school using the incident reporting form for lettings at Appendix 1 with immediate effect or as soon as possible after the incident has occurred. Please email to lettings@eggars.hants.sch.uk.

Premises hirers and community third party users must report all **serious accidents/injuries** related to the school's facilities using the accident reporting form for lettings in Appendix 2 with immediate effect or as soon as possible after the accident. Please email to lettings@eggars.hants.sch.uk.

Note: Depending on the severity of the injuries sustained the school may be required to notify the Health and Safety Executive (HSE), under the Reporting of Injuries, Diseases

and Dangerous Occurrences Regulations (RIDDOR) 2013. Schools need only report incidents to the HSE when a person involved in an accident on our premises results in death, or when an injury occurs that requires the person to be taken directly from the scene to hospital and they receive treatment for the injury. Examinations and diagnostic tests do not constitute treatment. The accident report should be submitted as soon as possible after an injury has been sustained.

6.9 Additional Facilities

Parking is available onsite but is not guaranteed as part of your booking unless directly arranged with the school. The car park can be booked for sole use, when not required by the school, please see the lettings charges for the cost.

External Food providers may be permitted as part of a booking at the sole discretion of the school; this will incur a charge of £100 per provider. The Hirer shall be responsible for providing the providers Risk Assessment, Liability Insurance Documents and Food Hygiene Certificate and the removal of their waste.

6.10 Copyright

The Hirer shall not infringe any copyright or performing rights and undertakes to indemnify the school against any claims, liability, costs and expenses of any infringement.

The Hirer must indemnify the school against any action for breach of copyright.

Where the hire purpose involves the use of film, sound recordings or music played, the Hirer is entirely responsible for obtaining all licences as may be required for the performance of a dramatic or musical work. The school will require from the Hirer a copy of the relevant licence(s) at the time of booking the premises.

6.11 Alcohol, Gambling and Smoking

Alcohol must not be consumed on the school's premises without prior written agreement.

If Alcohol is to be sold at an event, the Hirer is responsible for obtaining all necessary licences, including Temporary Events Notice (TEN) from the Local Authority. A copy of the relevant License(s) must be provided to the school at the time of booking. Alcohol may only be consumed with prior agreement and in accordance with licensing requirements, including possession of a valid TEN where applicable.

The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the school in writing.

The Hirer must not use the school premises for any activities deemed immoral or illegal.

Smoking including the use of E-Cigarettes and Vapes, is strictly prohibited on the school's premises.

6.12 Liability of Hirer

The school does not have any liability whatsoever for any injury (including injury resulting in death) caused to any member or individual using the school premises or facilities during the period of hire with the exception of injury or damage as may occur by reason of the negligence of the school, its employees or agents acting within the scope of their authority, The Department for Education's Risk Protection Arrangement (RPA) scheme is the risk assurance (insurance) for the school. The RPA is used for employers' and public liability insurance.

The school does not have any liability whatsoever for any damage to or loss of property which is brought on to sight at your own risk, be it possession or equipment, which may occur to the Hirer, their employees or agents or others entering the school premises during the period of hire of the facilities.

Parking on the school premises is at the Hirer's entire risk. The school accepts no responsibility for loss or damage to vehicles parked on this carpark. Please only park in designated areas, leaving access for emergency vehicles.

The Hirer must ensure adequate public liability insurance is in place at all times in relation to its use of the schools' facilities. The school's discretion may be applied in isolated circumstances.

6.13 Data Protection

The school treats the security of your personal data with the utmost importance. We will process your data as is necessary for the provision or administration of the service you require.

If the Hirer wishes to take photographs for professional or commercial use, prior written consent must be obtained from the Lettings Manager. Cameras may be brought into the facility and used inside for private purposes, ensuring not to photograph anyone not part of the hirers party.

The school and the Hirer will each comply with all applicable requirements of Data Protection Legislation.

For further information about how we may process your personal data please have a look at our Privacy Policy which is available here: [Key Information - Weydon Multi Academy Trust](#).

6.14 Prohibited Behaviour

No aggressive, abusive, anti-social or threatening behaviour towards any staff, site team or other users will be tolerated. Anyone doing so will have their use of the facility terminated immediately. The school reserves the right to contact the police if deemed necessary.

6.15 Complaints

Any complaints arising out of the hiring must be made in writing or by email to the school within three days after the expiration of the period of hire to lettings@eggars.hants.sch.uk.

Appendix 1 - Incident Reporting Form for Lettings

To be completed in addition to notification of the Site Team, via the telephone numbers supplied and the Lettings Manager to lettings@eggars.hants.sch.uk.

Date and time of letting
Name of the person reporting this incident?

What happened?
Nature of letting?
Where did it happen?
Who was involved?
What there any damage to property, equipment or other items as a consequence of this incident?
Signature and Date

Appendix 2 – Accident Reporting Form for Lettings

To be completed in addition to notification of the Site Team, via the telephone numbers supplied and the Lettings Manager to lettings@eggars.hants.sch.uk.

Date and time of the injury
Name of the injured person

Details of the injury and whether it was reported to the HSE or Club Trustee Body
Details of any First Aid administered
Name of person who administered the First Aid
Did the injured person go to hospital?
Was any treatment* administered at the hospital? <small>*examinations and diagnostic tests do not constitute treatment</small>
Name and role of the person who recorded the incident



RULES AND CONDITIONS OF USE

Please respect these facilities and enjoy your sport

Please use the correct clean footwear

- X** NO studded footwear (even moulded) or blades
- ✓** YES multi-studded trainers (including Astro and Hockey) and flat-soled trainers
- X** NO food, drink, chewing gum or litter

Only approved footwear should be used
to enable best foothold and to avoid damage to the playing surface



STUDED BOOTS



MULTI-STUDED TRAINERS
(INC ASTRO AND HOCKEY)



BLADES



FLAT-SOLED TRAINERS



Eggar's School

Our Top 10

1. Facilities are only to be used with a confirmed booking
2. Adhere to our terms and conditions set out in this Lettings Policy
3. Follow all clear and reasonable requests from our staff
4. Place litter in the bins provided and take all glass home to dispose of
5. Leave the facilities as you find them
6. Report damages to the facilities team
7. Respect our zero-tolerance policy to smoking on site
8. Finish your booking within the allocated time to allow the next group to start on time
9. The school premises closes at 21:00, all persons must be off site by 21:10
10. Wear the correct attire while using the booked facility. For example, the correct footwear on the ATP