



King's Academy  
**Rowner**

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## Letting Policy

Approved by:	LGB	Date:	20.11.2024
Maintained by:	Georgina Mulhall	Next review due:	November 2026



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### 1. Purpose

This policy sets out the terms and conditions for the hire of King's Academy Rowner premises and facilities to ensure compliance with current legislation and safeguarding requirements. The school welcomes community use of its facilities while prioritising the needs of its pupils and ensuring activities align with the school's values and safeguarding principles.

### 2. General Policy

King's Academy Rowner's facilities are available for hire at the discretion of the Executive Headteacher, provided they are not required for organised school activities. The Academy reserves the right to reschedule or cancel bookings to prioritise its own operations.

### 3. Application Process

- All bookings must be made using the Academy's booking form - see Appendix 1
- The booking is only confirmed when a signed booking form is returned and accepted by the school.
- The hirer must be over 18 years of age and is responsible for ensuring all terms and conditions are followed.

### 4. Safeguarding

- Compliance with statutory safeguarding guidance, including *Keeping Children Safe in Education (KCSIE)*, is a condition of hire.
- Hirers must provide evidence of appropriate safeguarding and child protection policies.
- Any safeguarding concerns observed during the hire must be reported immediately to the school's Designated Safeguarding Lead (DSL).

### 5. Facilities and Usage

- Facilities must only be used for the purpose specified in the booking form and must align with legal and moral standards.
- Access is restricted to the areas specified in the agreement.



- Use of equipment or additional resources requires prior approval and may incur extra charges.
- Hirers are responsible for leaving the premises clean and tidy.

## **6. Insurance and Liability**

- Hirers must provide evidence of public liability insurance with a minimum cover of £1,000,000.
- The Academy accepts no responsibility for loss, damage, or injury during the hire period unless caused by the school's negligence.

## **7. Health and Safety**

- Hirers must follow the Academy's fire, emergency, and evacuation procedures.
- Fire exits must remain unobstructed at all times.
- The hirer is responsible for ensuring health and safety compliance, including the supervision of attendees.
- Any incidents or damages must be reported to the Site Manager immediately.

## **8. Payment and Charges**

- Payment is due within 30 days of the invoice date.
- A deposit may be required, and additional charges will be applied for damages, lost keys, or call-out fees.
- Hire charges are reviewed annually, and notice will be given of any changes.

## **9. Cancellation**

- The Academy reserves the right to cancel bookings with as much notice as possible. No liability will be accepted for losses incurred as a result.
- Hirers must provide at least 7 days' notice for cancellations to avoid being charged.

## **10. Prohibited Activities**

- Smoking, vaping, or the use of intoxicants on school premises is strictly prohibited.
- Dogs, except for guide dogs, are not allowed on the premises without prior written approval.
- Activities that infringe on copyright laws, disturb local residents, or are deemed inappropriate by the Academy are prohibited.

## **11. Sustainability**

The Academy is committed to reducing its environmental impact. Hirers are encouraged to minimise waste, conserve energy, and use resources responsibly during their booking.

## **12. Management and Review**

The Executive Headteacher and Governors are responsible for the implementation and review of this policy. Concerns or breaches will be recorded and addressed appropriately. This policy will be reviewed annually to ensure compliance with legislation and best practices.

## **Contact Information**

For further information or to make a booking, please contact the school office.



**Application for use of  
School Premises**

**Name of Organisation:**

Contact Name and Address: \_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Daytime \_\_\_\_\_

Mobile \_\_\_\_\_ E-mail address:

**ACCOMMODATION REQUIRED (Full Details Required)**

\_\_\_\_\_

**PURPOSE OF HIRE (Full Details required)**

\_\_\_\_\_

**DATE AND TIME**

**DAY(S)**

**DATE(S)**

**TIMES**

**OTHER FACILITIES**

\_\_\_\_\_

**Please give details of other facilities that may be required:**

**Catering:**

**Equipment:**

**Other (Please give details)**



## **SCHOOL REQUIREMENTS**

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**Identification –**

**First Aid**

**Confirmation/Cancellation –** room and other requirements to be confirmed at least 1 month prior to booking

**I HAVE READ AND AGREE TO THE CONDITIONS LAID OUT IN THE SCHOOL LETTINGS POLICY AND CONFIRM THAT THE NECESSARY INSURANCE IS IN PLACE**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please print name** \_\_\_\_\_

**Completed application forms should be returned to:**

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**Tel No.**

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**For Office Use Only**

**Date received:**

**Room(s) booked on the time-tabling system: TBC**