Grove Learning Trust

Lettings Policy

Reviewed centrally
Date: Summer 2026

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Version Control

Version	Date	Status	Author (AU) / Approver (AP)
Draft 01	May 2025	Completion of first draft	AW (AU)
Final – A	June 2025	Ratified by Resources, Audit and Risk (RAR) Committee	RAR (AP)
	Oct 2025	Reference to GLT H&S policy added to PG6 following trustee advice.	SR (AU)

Review

Next Review	Summer 2027

Vision

As one organisation, our vision for Grove Learning Trust is unapologetically bold. We are all about creating remarkable futures. For our children, our people, our places of work, we want the very best. We know that strong connections will enable us to achieve our vision, in a world where purposeful collaboration, based on mutual respect and trust, helps us to achieve more together.

Trust >> Connect >> Collaborate

Our policies underpin our vision and set out clearly our expectations of each other.

Statement of Intent

Grove Learning Trust (GLT) recognises the role of each trust site within their communities and welcomes the use of the GLT premises for a variety of purposes, providing beneficial leisure and other opportunities.

GLT is committed to supporting the Government's Prevent Strategy. We will therefore not hire or let any trust premises to any party, individual or group that we feel would be in conflict with our duty under the Prevent Strategy, or who may disseminate radical views to pupils and/or staff. We reserve the right to carry out checks on organisations who apply to us under this policy to ensure compliance with our policy and statutory legislation.

Conditions of Booking

A school's delegated budget will not be used to subsidise any lettings by community or commercial organisations. In operating this policy, the needs of a school will be given priority. Use of GLT premises by any GLT school or GLT parent teacher association will not be subject to the charging elements of this policy.

GLT reserves the right to make a charge for cleaning services or repairs should the premises not be left in a satisfactory condition following a letting.

No person under the age of 18 years is permitted on the premises without adequate adult care and supervision. No additional staging, curtaining or scenery may be erected without written consent from the headteacher. Trust facilities must be returned to their original state immediately after usage, at the expense of the Hirer.

Furniture, including chairs, must not be removed from GLT premises. Advertising may only be placed on GLT premises with the permission of the headteacher. The disposal of any waste / refuse arising from the use of the facilities is the responsibility of the Hirer.

- See Appendix 1 for lettings charges and booking form
- See Appendix 2 for letting user agreement

Safeguarding Conditions of Booking

When services or activities are provided by employees or parent teacher associations of Grove Learning Trust, the Trust's arrangements for child protection apply. However, where services or activities are provided separately by another person or organisation this is not necessarily the case. Grove Learning Trust will therefore seek assurance that the Hirer has appropriate safeguarding and child protection policies and procedures in place.

The headteacher and designated safeguarding lead (DSL) will inspect these documents before the letting can be confirmed. This applies regardless of whether or not the children who attend any of these activities are children on the school roll or attend any GLT school.

Failure to comply with this safeguarding booking condition will lead to immediate termination of the letting agreement. The guidance on Keeping Children Safe in Out-of-School Settings details the safeguarding arrangements that Grove Learning Trust expects these providers to have in place.

Performing Rights and Licenses

The Hirer is responsible for fulfilling all licensing requirements connected with their use of the facilities being hired. The Hirer is responsible for understanding what the licensing requirements are for gaining approval from the necessary authorities / responsible bodies. If a Hirer is uncertain as to the application of any of the licensing regulations, they should obtain further information from the Licensing Officer of the Swindon Borough Council before signing the letting booking form.

No alcohol shall be brought or consumed on trust premises without specific permission from the headteacher of the school or the CEO in the case of the central offices. If permission to consume alcohol on GLT premises is granted, it is the responsibility of the Hirer, on behalf of their organisation, to obtain any necessary licenses.

Premises and Possessions

The Hirer is responsible for all loss and damages over and above fair wear and tear whilst onsite and using the facilities. Costs for replacement and reinstatement of school property will be invoiced directly to the Hirer. Any fault or damage should be reported immediately to the headteacher of the school.

Grove Learning Trust does not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property is brought onto the premises at the sole risk of the owner.

The Hirer must make sure that all users are aware that they are solely responsible for the security of their personal property. If tickets are issued for any event, this statement should be printed on the ticket.

Cancellation

Both parties reserve the right to terminate a letting agreement, giving at least 2 weeks' notice, if either side fails to comply with the terms stated or if the Trust deems use of the facilities to no longer be in their best interests. In such an event, neither party will be entitled to any compensation or refund of any payment made in respect of such use.

When the facilities are required for school use, a minimum of 2 weeks' notice in writing will be given. Alternative accommodation will be offered where possible. If for any reason access is not possible due to an emergency closure, no compensation shall be payable to the Hirer.

Health and Safety

The Hirer is responsible for the health and safety of everybody using the facilities (including first aid) and must make themselves aware of the fire precautions and procedures in existence.

Animals, other than guide dogs, are not permitted on GLT premises, without the written permission of the headteacher.

The hirer is responsible for informing the headteacher of any person sustaining injury or loss on the school premises during the period of the letting. This information must be presented in writing within 24 hours of the event. Any further information required must be made available on request.

If the letting is part of a regular hire agreement, e.g. for after school club provision, it is the responsibility of the Hirer to practice regular fire drills and safe evacuation procedures. They are also responsible for ensuring electrical compliance of their own equipment.

The GLT Health & Safety Policy should be read in conjunction with this policy.

Payment

New hirers must pay the first hire fee in full upon signing and submitting the letting booking form. One-off events (e.g., a birthday party) must always be paid in advance. Payment terms for block bookings can be set by the headteacher at each school to allow reasonable terms to be agreed with recurring hirers; however, payment must always be required in advance if a specific risk of payment default by a hirer is identified (e.g. history of payment outside of agreed terms).

The maximum payment terms that can be given are 30 days from the end of the month of the hire. At the headteacher's discretion, a security deposit of 50% may be used as an alternative to paying upfront, in the event that paying upfront proves problematic.

Our preferred payment method is BACS although cheques will be accepted. Late payment will incur a discretionary penalty of 25% of the total invoice amount should it not be cleared after an initial reminder.

Appendix 1 - Lettings Charges and Booking Form

School:				
Date range of letting:	Please tick type of hire:			
	Commercial		Private	
	(copy of Public Liability Insurance must be provided)			
Purpose of letting: *Please state if any 3rd parties will be attending e.g. entertainer, bouncy castle etc.*				
Times of letting From: To:	Number of Attendees: (approximately)			
Contact Name:	Company Name: (if applicable)			
Contact Number:	E-mail:			
Address:				

Hire	Charges	Sessions
Hall hire (per hour)		
Hall hire (per day)		
Classroom hire (per hour)		
Classroom hire (per day)		
Field hire (per hour)		
Field hire (per day)		
Playground (per hour)		
Playground (per day)		
Total Agreed Charge of Letting	**£**	

Appendix 2 – Letting User Agreement

Letting user agreement between Grove Learning Trust [*insert school name:*]

and ..... (the Hirer).

For the purpose of .....

On .....

Time from ..... Time to .....

The Hirer agrees:

- To pay the sum of £ ..... for the above letting.
- To provide a copy of their Public Liability Insurance Policy document.
- The premises will be left in a clean and tidy condition at the end of the hire and acknowledges that all Grove Learning Trust premises are non-smoking sites and that animals are not permitted.
- Any damage caused or noticed will be reported to the headteacher within 24 hours.

Where relevant:

- Safeguarding booking conditions met **YES / NO**
- Hirer is DBS checked **YES / NO**
- Risk assessment has been completed **YES / NO**
- First Aid compliant **YES / NO**

By signing this agreement, the Hirer acknowledges, and agrees to abide by, the terms & conditions of the GLT lettings policy.

Signed: ..... Name: .....
on behalf of Grove Learning Trust

Signed: ..... Name: .....
(the Hirer)

Date: .....