



## **LETTINGS POLICY**

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| <b>Date Written</b>         | <b>October 2025</b>  |
| <b>Approver</b>             | <b>Chair of Finance, Estates and Risk Management Committee</b> |
| <b>Date Approved</b>        |  |
| <b>Date for next review</b> | <b>October 2026</b>  |
| <b>Governing Committee</b>  | <b>Finance, Estates and Risk Management Committee</b>          |

## **1. Aims:**

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

## **2. Main Areas available for hire:**

The school will permit the area of the following areas:

3G Pitch  
Sports Hall  
6<sup>th</sup> Form Common Room  
Classrooms  
Drama Studios  
Main Hall  
Old Gym  
Sports Field  
Associated Sports Changing Rooms  
Kitchen Classroom

## **3. Implementation:**

Bookings are made through the representative of the school, as authorised by the Governing Body, and confirmed in writing via Booking form.

- School and PTA activities have priority
- Outline charges are set by the Headteacher and reviewed annually
- Specific charges are set at the time of the agreement. See Appendix A for Price List
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- BookingPro software is used to record all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and in holidays

#### 4. Terms of Hire:

1. All hirers must complete a **Booking Form** prior to acceptance of the booking.
2. **Timings** – hirers are asked to arrive at the time stated and be off-site at the time stated. Setting-up and clearing away will be regarded as part of the hire. The School reserves the right to charge for additional time (not agreed in advance) in half an hour increments for extensions prior to and after bookings at the rate of the original hire.
3. Hirers must leave the facility in a clean and tidy condition, and all furniture/equipment must be returned to its original position/storage area. Failure to do so may incur an extra charge.
4. **Extra items** for the hire may be charged, eg. screen/projector, cutlery etc.
5. **Parking** – cars are brought on to the school site at the owner's risk. Some events require extra parking areas. In this case the main school playground should be used. On no account should grass areas be used (unless instructed by the School). Cars should not be parked on yellow lines, or in the minibus parking bays.
6. **All damages/breakages** must be paid for.
7. **Payment** – all bookings will be invoiced and payment is due on receipt. Failure to comply may result in the Hirer's bookings being cancelled until payment has been made. Some hirers may be asked to pay in advance of the booking date.
8. **Special prices/discounts** may be given by the School for certain events or multiple hires. These may be removed by the School at any time.
9. **Cancellations** – the School reserves the right to cancel bookings for whatever reason and will give as much advance notice as possible to the hirer. In this event, no charges will be made. The facilities are school-based, and there are events that need to use hired out facility areas. Most are known well in advance, at the time of hire; others are notified nearer to the event date. The School will attempt to provide a suitable alternative area if possible.
10. **Cancellations by the Hirer** – the Hirer may cancel a booking without penalty up to 48 hours before the booking. Cancellations before this time period will be charged in full.
11. **Insurance** – the Hirer must accept the School's public liability insurance or provide evidence of its own insurance for the event.
12. **Smoking/Vaping** – the whole of the Simon Langton site, indoors and out, is a no smoking and vaping area.

#### Monitoring & Evaluation:

Lettings should be evaluated to assess the additional income raised for the school, less the cost of any reasonable wear and tear to the furniture and fabric of the school, made during lets and costs of additional heating and caretaker's payments.

## Appendix A – Price List

### STP Pricing:

|                               | <b>Half Pitch (Per Hour)</b> | <b>Full Pitch (Per Hour)</b> |
|-------------------------------|------------------------------|------------------------------|
| Partner Rate (Canterbury RFU) | £40                          | £68                          |
| Community Club                | £47.25                       | £70                          |
| Commercial Rate               | £80                          | £115                         |

### General Hire:

| <b>Facility</b>                  | <b>Price per Hour</b> |
|----------------------------------|-----------------------|
| Sports Hall                      | £50                   |
| 6 <sup>th</sup> Form Common Room | £35                   |
| Classroom                        | £21                   |
| Drama Studio                     | £28                   |
| Main School Hall                 | £50                   |
| Old Gym                          | £27                   |
| Climbing Wall                    | £45                   |
| Kitchen Classroom                | £21                   |
| Sports Fields:                   |                       |
| Football Training                | £35                   |
| Football Match                   | £70 per Match         |

We 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.

If required and are available changing facilities are included in the above pricing.