TFT Lettings Policy 2026

Reviewed by: Executive Lead Governance, Legal, and Trust Services
Agreed by Trustees: September 2026
Frequency of review: Annually, or in response to statutory requirements
Date of Next Review: September 2027

The Futures Trust is committed to ensuring that all colleagues are able to access and understand this policy. Appropriate support and guidance will be provided where required. Colleagues may raise questions in relation to this policy, please email enquiries@thefuturestrust.org.uk

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Introduction and scope

1. The Futures Trust aims to:

    - Ensure that all of our schools' premises and facilities can be used, where appropriate, to support community or commercial organisations, in accordance with the Articles of Association of the Trust.

    - 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 Trust's, and the school's, primary purpose of providing education to its pupils. In special circumstances, governors/management committees may cancel a confirmed booking, but will endeavour to give reasonable notice.

    - Hire out facilities in a way that is safe, following government guidelines and relevant risk assessments.

Schools and Areas available for hire

2. Details of facilities for hire, including rates for hire, are contained in the following appendices. The school may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, where this supports the core aims of the school or the Trust and is consistent with the Trust's financial procedures. There may be additional cleaning, site staffing or other reasonable costs in addition to the hiring fee.

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Cancellations

3. The school reserves the right to cancel any agreed hiring where this is necessary due to school operational requirements, health and safety, safeguarding, emergency circumstances or other reasonable cause. The school will give as much notice as reasonably practicable.

4. School activities and events will always take priority over external lettings, this includes provision for examinations and Open Evenings. The school will endeavour to give adequate notice where a cancellation of a letting occurs.

5. Where the school or Trust cancels a hire, a refund will be issued for any hire fee paid in respect of the cancelled booking, unless cancellation is due to the hirer's breach of this policy, the hire agreement or any applicable legal, safeguarding or health and safety requirement. Neither the school nor the Trust shall be liable for any indirect or consequential losses, including, without limitation, any loss of profits, loss of business or loss of revenue arising out of the cancellation of any hire.

6. The hirer may cancel any hire by giving at least 5 days' notice. If less notice is provided, the hirer will be charged the percentage of the hire fee set out below.

Notice period	Cancellation fee (% of hire fee)
5 or more days	No fee charged
4 days	25% of the hire charge to be paid
3 days	50% of the hire charge to be paid
2 days	75% of the hire charge to be paid
1 day	100% of the hire charge to be paid
On the day cancellations	100% of the hire charge to be paid

7. Hirers are not allowed to transfer the hiring to any other person or organisation.

8. In adverse weather or other circumstances affecting safe use of the site, the use of outdoor areas may be cancelled at short notice. Hirers should contact the school for information and advice during office hours.

Payments

9. Each school within the Trust will invoice for the hire of their facilities. Hirers can pay for their sessions upfront or after each session. Invoices will need to be paid within the agreed deadline that is set out on the invoice. Failure to pay the invoice will result in the immediate termination of the booking.

Booking process

10. Those wishing to hire the premises should contact the relevant school office to request a hire request form. The hirer must also read the terms and conditions associated with hire set out in this policy. A hire request form is included in Appendix 6.

11. The hirer should fill out and sign the hire request form and submit it to the school office. Hirers will be notified when the booking request is approved.

12. If the request is approved, the school will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. The school will also share details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their Public Liability Insurance and confirm that appropriate safeguarding checks (DBS) are in place.

13. The Futures Trust and its schools reserve the right to decline any application at their discretion, including where the proposed use is inconsistent with the school's or Trust's values, creates safeguarding, health and safety, legal, financial or reputational risk, or is otherwise unsuitable for the premises.

Terms and conditions of hire

14. The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

    a. "Hirer" means the person or entity identified in the relevant hire request form.
    b. The hirer shall pay the full amount as stipulated by the Trust, and shall not be entitled to set off any amount owing to the Trust against any liability, whether past or future, of the Trust to the licensee.
    c. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the Trust by this licence.
    d. The hirer shall not sub-licence any of the premises under the licence.
    e. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
    f. Any additional uses of the premises not agreed in writing by the Trust will result in the immediate termination of the licence.
    g. The Trust shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
    h. Where the activity involves children or adults at risk, the hirer must confirm that staff and volunteers have been subject to appropriate safer recruitment checks, including the appropriate level of Disclosure and Barring Service (DBS) check for their role, and any barred list check where legally required.

i. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
j. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
k. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
l. Any accident occurring during the hire period must be reported to a member of school staff at the earliest opportunity and an accident form completed. The completed accident form must be submitted to the school office within 24 hours.
m. It is the responsibility of the hirer to ensure adequate First Aid provision during the hire period and it is acknowledged that the school accepts no liability in this respect whatsoever in this matter. However, the School will provide assistance in the summoning of the emergency services, where possible, should the need arise.
n. The hirer must hold adequate Public Liability insurance with a reputable insurer and, where requested by the school or Trust, must provide a copy of the relevant insurance certificate before the start date of the hire. The school or Trust may refuse or cancel a booking where satisfactory evidence of insurance is not provided.
o. Where a hirer does not hold Public Liability insurance, the hirer must discuss this with the school before any booking is confirmed. Any alternative arrangement is subject to the approval of the school or Trust and must be documented in writing before the hire takes place.
p. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the Trust in relation to the premises.
q. The hirer shall indemnify and keep indemnified the Trust from and against:
    i. Any damage to the premises or Trust equipment;
    ii. Any claim by any third party against the Trust; and
    iii. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
r. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the Trust shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the Trust by the hirer under the licence.
s. Any cancellations by the hirer received with less than 5 days, notice will not be fully refunded. (See point 6. For further details)
t. Where the school or Trust cancels a hire, any refund will be dealt with in accordance with the Cancellations section above. No refund will be due where cancellation arises because of the hirer's breach of this policy, the hire agreement or any applicable legal, safeguarding or health and safety requirement.
u. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
v. No property or equipment other than that specified and agreed on the Lettings Agreement form should be used. If any electrical equipment is brought onto site it must have a certificate of safety from a qualified electrical engineer.

w. The Futures Trust and its schools accept no responsibility for any property or equipment brought onto the school site. All such items should be removed immediately after each letting.
x. No food or intoxicating liquor may be brought onto the school premises by a hirer without prior arrangement at the time of the booking.
y. Smoking and the use of e-cigarettes/vaping is prohibited anywhere within the school grounds.
z. Gambling and the use of gaming machines are prohibited. With the exception of guide dogs, no dogs are allowed on site.
aa. Football boots must be removed prior to leaving the field, and any debris or rubbish left on the playground/MUGA/pitches or courts must be removed before vacating the site.
bb. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the Trust.
cc. If the hirer breaches any of the terms and conditions, the trust reserves the right to terminate the licence and retain any fees already paid to the Trust, without affecting any other right or remedy available to the Trust under the licence or otherwise.
dd. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
ee. The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for use of any third party intellectual property.
ff. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
gg. The premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the trust shall apply to and are incorporated in the licence.
hh. This licence shall be governed by, construed and interpreted in accordance with the laws of England and Wales.
ii. The Trust and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

Safeguarding

15. The Futures Trust is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the trust's requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

16. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

17. Where there is a possibility that those hiring the premises will come into contact with children, for example during school hours or when children may otherwise be present on site, the school will require confirmation that appropriate safeguarding arrangements are in place. This may include confirmation of safer recruitment procedures, staff and volunteer training, and the appropriate level of DBS checks for the roles being undertaken.

18. The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

19. The hirer confirms that should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the appropriate school DSL [see appendix for details] as soon as reasonably practicable.

20. The hirer understands that if the school or Trust receives an allegation relating to an incident where an individual or organisation is using the school premises for running an activity for children, the school will follow its usual safeguarding procedures and inform the Local Authority Designated Officer (LADO).

21. Hirers who use the facilities to provide activities for children should read the Department for Education's latest safeguarding guidance for providers of after-school clubs, community activities and tuition. This non-statutory guidance supports providers to run safe settings and covers best practice on safeguarding and child protection, suitability of staff and volunteers, health and safety and governance.

    - Safeguarding and child protection
    - The suitability of staff and volunteers
    - Health and safety
    - Governance

22. The guidance identifies best practice and signposts relevant legal requirements and statutory guidance.

23. The hirer is required to complete the Safeguarding Agreement for External Groups (please see Appendix 7).

Appendix 1: President Kennedy School

Use of the School Grounds for Sports Activities

President Kennedy School has a full size 3G pitch which can be hired outside of the school day. The pitch can be split into quarters for training. The facility can host 5,7,9 or 11 a-side games. Hire of this facility is managed by Sky Blues In The Community who have an online system in place to facilitate booking.

Car parking

Hirers bring their own vehicles on to the school premises entirely at their own risk and shall under no circumstances take or park car or trailers on grassed areas. If it is necessary to transport equipment on to fields by vehicle, permission MUST be obtained prior to the event from the school who may take advice as deemed necessary. The hirer will be liable for the cost of making good any damage.

Appendix 2: Barr's Hill School

With the approval of the Headteacher, the areas of the school that will be considered for lettings include the Drama Studio.

Letting Rates

Drama Studio: £25.00 per hour

Appendix 3: Parkgate Primary School

With the approval of the Headteacher, the areas of the school that will be considered for lettings include the Upper Hall, the Sports Hall, classrooms, dining rooms, playgrounds and the school grounds.

Letting Rates

The school has set annual letting rates for a standard letting of up to 3 hours per session. In addition there will be a charge of £20 for the Site Services team's overtime. Governors are happy to agree one-off lettings that go beyond the 3-hour standard letting at the discretion of the Headteacher or School Business Manager. If an event over-runs, additional charges will be made.

Operative from 1 September 2022	**Charges per session (3 hours or part thereof)**		
Accommodation	**Monday to Friday** **£**	**Saturday** **£**	**Sunday/Public Holidays** **£**
Classrooms/Dining rooms	19.00	22.00	25.00
Additional classrooms and cloakrooms	16.00	19.00	21.00
Upper Hall/Sports Hall	40.00	45.00	50.00
Playground, Field	30.00	33.00	36.00

Appendix 4: Keresley Grange Primary School

With the approval of the Headteacher, the areas of the school that will be considered for lettings include the hall and the field.

Letting Rates

AREA	CHARGING PERIOD	CHARGE
Hall	Per hour	£25
Field	Per hour	£25

Additional Charges: Additional costs may be incurred for cleaning of facilities.
Fee Waiver: Fees are currently waived for SDH Academy where it is providing wraparound provision on behalf of the school.

Appendix 5: Keresley Newland Primary School

Room/Area	Charging Period	Cost	VAT (if payable)
Hall	**Per hour**	£40	20%
Field	**Per hour**	£40	20%
Playground	**Per hour**	£25	20%
Classroom	**Per hour**	£25	20%
Discount: For regular hirers a discount may be applied to the listed prices; this is at the discretion of the School			
Additional Charges: For bookings that start or finish outside of normal school operating hours, an increase in charges (eg.to cover the cost of heating, unlocking and locking of the premises, etc) may be made at the discretion of the Trust.			
Sports Bookings: Sports booking may be VAT payable in accordance with the current VAT regulations			

Appendix 6: Redmoor Academy

HIRE OF SCHOOL PREMISES – SCALE OF CHARGES

AREA	WEEKDAY CHARGES	WEEKEND CHARGES
Main Hall	£20	£25
Drama Studio	£15	£20
Gym	£15	£20
Changing Room Facilities	£10	£10
Toilet Block	£10	£10
Classroom	£10	£10
7v7 pitch	£15	£15
9v9 pitch	£17.50	£17.50
11v11 pitch	£20	£20
Rugby Pitch	£20	£20
Multi-Use Games Area (MUGA)	£10 (Lighting will be charged @ £6.30 per hour if required)	£10 (Lighting will be charged @ £6.30 per hour if required)

Weekend Hire – 2 hour slot for matches

7v7 pitch	£30
9v9 pitch	£35
11v11 pitch	£40
Rugby Pitch	£40

- All charges are for 1 hour unless stated in the Hire Agreement.
- The period of booking includes any necessary time for setting-up and clearing away of equipment.
- The Business Manager is authorised to have discretion over the implementation of the above hire charges.
- If you require an attended premises service, please contact the Business Manager for a quotation.
- A minimum of 48 hours notice is required for cancellations or full letting fee will be charged.

Appendix 7: Booking request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire. If you have any questions, please contact the relevant school office.

Name of organisation/applicant	
Registered address:	
Contact telephone number	
Contact email address	
Preferred method of contact	
Purpose of booking required	
Dates and times of lettings requested	
Part of the premises requesting to be hired (name of school and area)	
Is this a recurring request, or a one off? Please indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Additional requirements (e.g.. tables, chairs etc). Please note we may not always be able to provide this, but will inform you where this is/not possible.	
Additional equipment you will be providing yourself	
Approximate number of visitors	
Safeguarding 1. Confirmation and details of the safeguarding and child protection arrangements you have in place	

2. Sign and return the Safeguarding Agreement for External Groups (Appendix 7).	Please attach the signed agreement.
Confirmation of evidence of insurance	Please attach a copy of your Public Liability insurance policy
Request use of school's Public Liability Insurance	
Declaration	I confirm I have read the Terms and Conditions of Hire and I agree to comply with them. I confirm that I am over 18 years of age. I also agree that all monies will be paid in full and I accept personal liability for any outstanding monies at the last date of hire.

Name _____ Date _____

Signature _____

Please submit this form to the relevant school office. We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.

For office use only

	Yes (Y)	**No (N)**
Are hire dates available		
Are requested areas available		
Insurance documents received		
Approve use of school Public Liability insurance		
Safeguarding details received, including signed agreement for external groups		
Booking agreed		
Hirer informed of outcome		
Copy of form to finance team		
Copy of form to operations manager/site services team		
Print name		
Signature		
Date		

Appendix 8

Safeguarding Agreement for External Groups

All external groups using [INSERT SCHOOL] facilities to hold regular activities without school supervision must confirm the following is in place in order to ensure the safeguarding and health & safety of all participants:-

Name of Group **……**

Current Use

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time							

We agree to

- Provide a signed and dated copy of the organisation's safeguarding and child protection policy to the school before the activity begins.
- Notify the Head Teacher of any safeguarding incidents involving children or pertaining to adults without delay and provide a written record
- Termly information sharing and discussion regarding safeguarding procedures with the Designated Safeguarding Lead
- Be prepared for school staff to visit the activity and assess that safeguarding procedures are in place
- Notify the Head Teacher or nominated staff member of any accidents or health & safety concerns and provide a written record
- Understand that if concerns arise that safeguarding and health and safety procedures are not in place then the school will terminate the arrangements.
- We agree to follow the relevant guidance for our organisation and activity in After-school clubs, community activities, and tuition
- Ensure the Group Leader has read the latest version of Keeping Children Safe in Education and understands the need to remain vigilant to signs and indicators of abuse, create a safe environment, ensure all staff and volunteers are suitably trained, appropriately checked through the DBS for their role, and work collaboratively with the school to keep children safe.

I confirm all the above arrangements for safeguarding and health & safety are in place.

Leader Name …….. **Signature……**

Date……

Staff names …… Volunteer names ……

Staff names …… Volunteer names ……

Staff names …… Volunteer names ……

Staff names …… Volunteer names ……

Appendix 9 - School DSL contact details

President Kennedy School	Richard Beattie email: beattie@pks.coventry.sch.uk Tel: 024 7666 1416
Barr's Hill School	Daniel Oliver Email: oliver.d1@barrshill.coventry.sch.uk Tel: 024 76234600
Stoke Park School	Sonya Elliot Email: selliott@stokepark.coventry.sch.uk Tel: 024 76450215
The Hinckley School	Kate Priestnall Email: KPriestnall@thehinckleyschool.co.uk Tel: 01455 632183
Parkgate Primary School	Zoe Richards Email: zoerichards@parkgate.coventry.sch.uk Tel: 02476 637381
Keresley Grange Primary School	John Astley Email: safeguarding@keresleygrange.coventry.sch.uk Tel: 02476 332131
Keresley Newland Primary School	Janine Netty Email: safeguarding@knpa.warwickshire.sch.uk Tel: 02476 332434
Camp Hill Primary School	Diane Temple Email: temple.d@welearn365.com Tel: 02476 383230
Coundon Court School	Charlotte Holland/Susannah Elton Email: Susie.Elton@coundoncourt.org Tel: 024 7633 5121
Redmoor Academy	Paul Kimber Email: pkimber@redmooracademy.org Tel: 01455 230731