Orion Education

POLICY

LETTINGS

Approval Date	**2026/27 – AUTUMN TERM**
Review Date	**2027/28 – SUMMER TERM**
Owner	Principal

Policy Type		
		Trust Policy to be adopted in full
	■	Trust Policy adapted by the School
		School Policy

Approval Body		
		Executive
		Trust Board
	■	Local Advisory Body (LAB)

Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

How do we behave?

Trust • Kindness • Endeavour

What do we do?

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

How do we succeed?

Through a clear backbone, strong culture, academic rigour and smart systems.

The School premises may be let out to provide a source of income. Provided that there is no interruption to, or curtailment of the school use of the premises, part of the school buildings and grounds may be let to outside hirers before or after the end of the school day, at weekends and during the school holidays in order to:

- Integrate the school into the local community
- Support the needs of the local individuals, groups, and organisations.
- Increase the use of the facilities
- Provide additional opportunities which may be of benefit to members of the school community.
- Raise income for the school

The Local Advisory Body (LAB) will determine how the school premises are used in conjunction with the Principal, considering how they are used both during and outside school hours.

Areas available for hire

The school will permit the hire of the following areas:

- Sports Hall
- Main Hall
- Gym Areas
- Dance Studio
- Fitness Suite
- Sports Pitches
- MUGA
- Classrooms
- Drama Studio

Charging Rates

The capacity and rates for hiring each area are as follows:

Facility	**Weekday £**	**Weekend £**
Classroom A6	30.25	40.75
Dance Studio 1	47.25	57.75
Dance Studio 2 and 3	47.25	47.25
Fitness Suite	52.50	63.00
Football Pitches	52.50	63.00
Gym Areas	42.00	52.50
Main Hall	47.25	57.75
MUGA	52.50	63.00
Classroom PE1	37.25	44.75
Sports Hall	57.75	68.25

The rates for hiring out different areas are listed in the table in the section above. 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.

Cancellations

We reserve the right to cancel any agreed hiring. A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire **with a minimum of 7 days' notice in writing** and **a minimum of 48 hours for changes to the booking**. If less notice than this is given, the hirer **shall not be entitled to a refund**.

Please see School Hire Facility hire in the UK - SchoolHire (lettings management) for further details.

Review

The revenue raised from hiring out will be reviewed by the school and will be fed into the school's financial reporting, to ensure best value is being achieved. This policy and the charges will be reviewed by the LAB annually to ensure the prices are competitive and community use is at the heart of the policy.

Application process

Those wishing to hire the premises must do so via School Hire Facility hire in the UK - SchoolHire

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, or reputational damage may occur.

Use of the premises will not be granted for the following activities, and any hiring is subject to the condition that the premises will not be used for such activities.

a) For political purposes or the teaching of party politics
b) Showing of films for public exhibition.
c) The supply, or offering to supply, any items of an offensive or indecent nature, or any firearms, ammunition, or replicas of such items.
d) For a firework display or letting off fireworks as part of a hiring for another purpose.
e) For religious purposes

Terms and conditions of hire

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.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school and shall not be entitled to offset any amount owing to the school against any liability, whether past or future, of the school to the hirer.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licence and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out on the hire request form.

6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.

7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.

8. 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 and must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide of copy of the relevant insurance certificate no less than 10 days before the start date of the licence.

9. 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 school in relation to the premises.

10. The hirer shall indemnify and keep indemnified the school from and against:

    a. any damage to the premises or school

       equipment. any claim by any third party against

       the school; and

    b. 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

11. 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 school 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 school by the hirer under the licence.

12. Any cancellations by the hirer received with less than 7 days' notice will not be refunded.

13. Any cancellations by the school will be refunded.

14. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.

15. 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.

16. The hirer shall not display any advertisement, signage, banners, posters, or other such notices on the premises without the prior written agreement from the school.

17. If the hirer breaches any of the terms and conditions the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.

18. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.

19. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third-party intellectual property.

20. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
21. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
22. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
23. This licence shall be governed, construed, and interpreted in accordance with the laws of England and Wales.
24. The school 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.
25. No smoking or gambling is permitted anywhere on the premises or surrounding site.
26. No gratuity is to be paid to the Site Manager or Site Management Team, who any other employees of the school/trust.

Safeguarding

We are always dedicated to ensuring the safeguarding of its pupils.

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

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

I agree to abide by the above terms and conditions.

Signed: _____

Print Name: _____

_____ _____

Name of Organisation: _____

Position in organisation (if applicable): _____