2026

GRAVENEY TRUST

Lettings Policy

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GRAVENEY TRUST LETTINGS POLICY 2026/27

Policy Statement

The Graveney Trust Board regards the premises occupied by its schools as community assets and will make every reasonable effort to make them available for use by that community as far as this is consistent with the requirements and the values and ethos of the Trust.

A letting is defined as the use of a school building or grounds, or part of a school building for a specific purpose/event/activity (single or recurrent) for either community or commercial purposes. The term 'community' is taken to include requests for private hire from members of the school community as well as from individuals and groups providing events/activities on a not for profit basis for the benefit of any members of that community. Commercial purposes are taken as activities operating on a commercial, for profit basis.

Standard charges are applied based on the number/nature of rooms required, and these are updated annually. However, charges depend on the individual characteristics of the hiring organisation. Charges may be rebated for not for profit community lettings, at the discretion of the relevant Headteacher/Principal, but will, as a minimum, cover all costs associated with that letting including heating, cleaning, opening and closing the building etc.

Authorisation for lettings is the responsibility of Headteachers/Principals in accordance with this policy document. Where appropriate, Headteachers/Principals may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

The Administrative Process

Types of activity where the use of Trust premises constitutes a letting and falls in scope of this policy:

- Organisations providing 'wrap around' care largely or entirely targeting pupils or students attending a Trust school, for example, Activ Camp.
- Organisations providing services/activities for members of the public but which may also include Trust pupils or students, for example, Stage Coach, Activ Camp holiday provision, Language Schools, Bec Korfball etc.
- Community lettings where services/activities are provided for the wider community, including the parents of pupils and students in Trust schools for example the FACE Quiz Night and community sporting groups/teams for example the White Eagles volleyball team.

Types of activity where no lettings agreement is requirement include

- after school clubs provided on schools sites, solely for school pupils/students. These clubs are organised by schools who are responsible for establishing parental interest, obtaining staff to run the club, take fees from parents and run waiting lists
- clubs/activities that take place during the school day and which form part of the agreed school curriculum, for example, Zumba, AFC Wimbledon, which may or may not be funded through specific government grant. Arrangements for managing these are as above.

For these activities falling outside the scope of this policy and where staff are hired by the school to deliver services, payment must be made to the organisation or individual in arrears, on completion of the entire activity or a part of the programmed activity as appropriate.

Organisations seeking to hire a school premises should approach the Headteacher/Principal to discuss their requirements. A Lettings Request form should be completed and a letting is not taken as being agreed/booked until approval has been given in writing. No public announcements or advertisement of any activity can take place until written approval has been provided.

Once initial approval has been given, hirers will be sent full details of the terms and conditions of the proposed letting together with a hire agreement. The letting cannot take place until the agreement has been signed and returned to the school, and the agreed payment made. In the case of recurrent lettings, a payment schedule will be agreed.

All written enquiries about these conditions and lettings generally should be addressed to the Lettings Officer, Graveney Trust, Welham Road, London SW17 9BU. Applications for lettings at a particular school should be directed to the Headteacher/Principal/Lettings officer at the relevant school.

Telephone enquiries can be made on 020 8682 7040.

Terms, Conditions and Procedures

(i) School's permission

Premises may not be occupied except with the written consent of the school and applicant's attention is drawn to the warning at the top of the application form. The hours during which the premises may be occupied will be shown on the authorisation and hirers should ensure that no persons enter or remain on the premises outside those hours, i.e. the premises must be entirely vacated by the finishing time indicated on the authorisation. If additional time is required for preparation or clearing away, this must be requested in advance on the application form. The hirer must at all times comply with any instructions given by the Premises Manager or his deputy.

(ii) Status of hirer

Lettings will not be made to persons under the age of 18 and all applications from groups/organisations will be vetted to ensure that there is no conflict in terms of the proposed activity/ethos of the group in question with that of the Trust or school. Hirers may be required to undertake a Disclosure and Barring Service check (DBS and if a letting involves contact with school pupils, all personnel involved must be checked against List 99 as well as undergoing a DBS check. These checks will be carried out via the Headteacher/Principal and at least half a terms' notice will be required of an event requiring these checks.

Lettings will only be made where the hirer can demonstrate their compliance with the Equalities Act and show that neither they, nor the relevant activity could be seen as undermining the core british values, that they do not support or demonstrate any form of discrimination and that they are not involved in any activity that might be seen to result in the party political indoctrination of children.

(iii) Termination or suspension

The school reserves the right to withdraw permission to occupy the accommodation on any particular date or dates or for any period. The withdrawal of such permission shall not entitle the Hirer to make any claim whatsoever against the school, but any payment made to the school for the period involved will be refunded.

(iv) Refusal of permission

No occupation is permitted, which, in the opinion of the school, is likely to create any disturbance, cause any inconvenience to the residents in the neighbourhood, interfere with any other occupiers or in any other way appear unsuitable to take place in the school's premises.

(v) Assignment and Sub-letting

The Hirer is not allowed to assign or sub-let the use of the accommodation to any other party.

(vi) *Right of entry*
The school has and reserves to its members and officers the right of entry at all times to the accommodation that has been let and the Headteacher/Principal or other nominated representative will monitor lettings activities from time to time.

(vii) *Nature of function*
Applicants are required to state the nature and object of the function proposed. They must also state whether a charge will be made for admission and the purpose to which the proceeds of the function will be devoted.

(viii) *Identity of organisation*
Applicants must state clearly in any notices they issue the identity of the organisation and must not give the impression that the school or any particular educational establishment is in any way connected with the function.

(ix) *Gambling*
The use of accommodation for gambling or for games of chance including bingo is strictly forbidden.

(x) *Publicity*
No bills, posters or any other material relating to the hirers identity or activity may be placed on any part of the building including inside or outside walls without the express permission of the Headteacher/Principal.

Facilities available and restrictions on their use

(i) *Furniture*

The hirer shall use the school's furniture only and must not introduce any other article of furniture without the school's prior permission. The Hirer should consult the Premises Manager on the moving of furniture from the position used for educational purposes. In the event of any damage to furniture or the school fabric, the hirer shall pay the cost of any reparation required.

(ii) *Attendance/Behaviour*
The hirer is responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The hirer is responsible for the prevention of overcrowding. The hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given. The hirer is also providing for ensuring adequate supervision in order to maintain good order and good conduct.

(iii) *Food, drink etc.*

(a) No alcoholic drinks shall be included in the refreshments at any function without the written consent of the school. This is granted only in exceptional circumstances. In such cases the Hirer must have made enquiries at the local Magistrates' Court about the possible need for an occasional justices' licence and must take responsibility for ensuring that no person under the age of 18 is served alcohol.

(b) In connection with the serving of other refreshments, the use of separate scullery facilities may be granted where available on the payment of an additional charge on the following conditions:

(1) The facilities provided may be used for heating water and washing-up only.
(2) None of the school's crockery, cutlery, cooking equipment or urns may be used.
(3) Apart from water, heating and washing-up facilities, no other equipment or area of the kitchen premises (e.g. cloakrooms or WCs) may be used.

(4) Sculleries/kitchens must be left in a clean and tidy condition.
(5) A charge will be made for any extra cleaning required and any loss of equipment by damage or theft must be made good.

c) Smoking is not permitted anywhere on any Trust school site.

(iv) Storage of equipment

Storage of equipment is not permitted without the prior written authority of the school.

(v) Conclusion of the letting

The hirer shall, at the end of the hire period, leave the accommodation in a tidy condition, all equipment that it has been agreed can be used returned to its storage location. If this condition is not met, additional costs may be incurred.

Charges and Refunds

(i) Charges

Applicants should be aware of the current charges for the hire of school premises. These can be obtained from the school's Lettings Officer. The charges which include the cost of cleaning, heating and lighting and the use of furniture and equipment provided by the school are adjusted by the school from time to time, to meet fluctuations in the prices of relevant items such as fuel, light and labour. The amount payable for any occasional occupation shall be in accordance with appropriate scale of charges in force at the date of the receipt of the application (irrespective of the date of actual occupation) provided this is not more than three months before the date of the proposed occupation. Applications accepted more than three months before a price change will be notified as soon as possible.

(ii) Refunds for regular occupations

If a Hirer temporarily suspends or permanently cancels a regular occupation, any charge already paid for the period of suspension/cancellation will be refunded provided that the Hirer gives 28 working days' notice to the school's Lettings Officer.

Loss and Liability for Damage

(i) Loss

The school accepts no responsibility or liability for the loss of or damage to the property of the Hirer or of any other persons using the accommodation.

(ii) Hirer's liability for damage

The Hirer is prohibited from doing or permitting anything which is likely to disfigure walls or buildings and is responsible for the preservation of order during the occupation. Where this condition is infringed, a reparation charge will be made.

(iii) Indemnity

To the extent permitted by the UNFAIR CONTRACT TERMS ACT 1977, the Hirer shall save the Trust harmless* and keep it indemnified from and against all actions, claims, demands, costs, losses and expenses which may be brought or made against it or sustained or incurred by it howsoever arising directly or indirectly out of or in connection with the permission to use the accommodation in respect of any of the following matters:

(a) death of or personal injury to any person
(b) loss of or damage to any property belonging to the school
(c) loss of or damage to any property belonging to the Hirer

(d) loss of or damage to any property belonging to any person other than the Hirer or the school
(e) any other loss or injury which may be incurred or suffered by the Hirer or by the school or by any other person and shall not make any claim against the school in respect of any of the said matters.

The foregoing undertaking shall extend to and include all and every one of the school's employees or agents whether now or hereafter in the school's employ. For this purpose the Hirer shall be deemed to acknowledge that in respect of this condition the Trust is acting on its own behalf and as agent for its employees and agents as aforesaid PROVIDED that in respect of any claims or proceedings against such employees or agents this condition shall apply only to acts done or omitted to be done by them whilst acting within the scope of their employment by the school.

* *The term "save harmless" is used to relieve the school from liability in respect of any claim the person giving the indemnity may himself have against the school as a result of or in connection with the granting of the facilities.*

(iv) Insurance

The Trust maintains 'Hirer's Liability Insurance.' However, hirers will also require their own insurance to cover the activities taking place on Trust premises. This will need to cover all legal liabilities for accidents or other incidents leading to injury or damage to people or property as described above.

Safety

(i) General

The person or organisation entering into the agreement with the school for the use of the accommodation is required to take all precautions necessary for the safety of those present. Care must be taken not to impede the means of escape from the premises. Hirers must familiarise themselves with the school's Fire Safety Policy.

The attention of the Hirer is specially drawn to the safety requirements set out in the safety form. When the accommodation is being used for the purpose of an entertainment for children or any entertainment at which the majority of persons attending are children, the occupier shall comply and secure compliance with any duties concerning the safety of the children arising under section 12(1) of the Children and Young Persons Act 1993.

The following checks will be undertaken by the Trust with the hirer before any letting agreement is entered into:

- A letter of assurance will be required from any hirer using the premises for a regulated activity (KCSIE)
- Background checks on the hiring organisation to ensure that there is no political connection, affiliation with any body associated with radicalisation or any likelihood that the hirer will use the space to promote views that go against the ethos of the Trust
- A statement confirming the first aid arrangements that will be on place whilst the hirer is on site

All hirers will be supplied with a copy of the schools evacuation arrangements in the event of a fire

(ii) Electrical Apparatus

(a) No alterations or additions to the electrical installations may be made without written consent from the school. Stage lighting may be used provided the organisers apply at least

four weeks in advance and provide a competent operator. The prior consent of the school must be obtained to the use of film apparatus which must be of a type approved by the school. Again, four weeks' notice is required.

(b) The use of an educational establishment's portable apparatus such as microphones, amplifiers, projectors, electric guitars and similar apparatus is not allowed. The hirer may bring in and use his own electric guitars and similar apparatus, or arrange for any person at his own risk to bring in and use any electric guitars and similar apparatus belonging to that person, on the following conditions.

(1) The Hirer must accept full responsibility for ensuring that the apparatus is connected to the mains electrical supply through an adequate isolating transformer.
(2) Only one piece of mains powered audio equipment may be connected to each transformer.
(3) The equipment must be connected to the transformer only and not be plugged direct into the mains supply.
(4) No alterations may be made to any transformer belonging to the school except by the school's technical officers.

Entertainments

(i) Copyright

If any copyright music or a copyright stage play is to be performed any necessary consent of the copyright owners or their agents must first be obtained. (The Performing Right Society Ltd., 29-33 Berners Street, London, W1, acts as agents for composers, authors and publishers of music and any enquiries should be made of the Society regarding payments of music copyright fees.)

The hirer shall indemnify the Trust against any liability that might arise by reason of such an infringement during the period of the letting.

(ii) Entertainment Licence

The premises may not be used for certain kinds of entertainment open to the general public unless the premises are licensed annually for the purpose or an occasional licence has been obtained for the occasion. Further details can be obtained from the school's Lettings Officer.

NOTES ON ENTERTAINMENT LICENCES

The Council is the authority for the licensing of places of entertainment. Licences are necessary for premises used for the following kinds of entertainment:

- Public music.
- Public dancing (i.e. dancing by performers or by the public).
- Private music promoted for private gain.
- Private dancing promoted for private gain (i.e. for person's own pocket not the school, college or institutional funds).
- Public performances of plays.
- Film exhibitions (including video but not live television) to which the public are admitted on payment.
- Film exhibitions which are permitted for private gain (unless the sole or main purpose of the exhibition is to demonstrate any product, to advertise any goods or services or to provide information, education or instruction).
- Public exhibitions of boxing or wrestling other than exhibitions provided:

(a) by members of the Scout Association or of any organisation constituted by the Scout Association in pursuance of their charter;
(b) by any school; or
(c) by a bona fide association, club, hospital or society not carried on for profit.

GRAVENEY TRUST

(To include cost of insurance)

Facility	Maximum Hourly rate for first hour		Maximum cost for additional hours or part hours	
	Mon-Fri	Sat-Sun	Mon-Fri	Sat-Sun
	£	£	£	£
1 Hall	200	250	80	120
2 Halls	350	450	140	250
1 Classroom	30	60	30	40
2 Classrooms	45	90	50	60
3 Classrooms	60	120	60	70
4 Classrooms	75	150	70	80
Playground	50	100	30	60
Sports Hall	75 every hour			
Setting up for function	75 every hour			

NOTES

- Charges exclude VAT, which may be chargeable in some circumstances.
- £100 deposit to be paid at time of booking.
- Provisional bookings will only be held for 1 week without a deposit.

These rates apply to Graveney School, Tooting Primary School and Franciscan Primary School.

They are the maximum rates that can be applied, with Principals and/or Headteachers having discretion to apply discounted rates to a level that they can specify, but that will always be sufficient to cover the costs associated with the letting (site staff overtime, security if applicable, heating/lighting, cleaning etc.) Discounts will take into account the nature of the group/activity (commercial v not for profit including community groups and parents), the number of rooms booked, the length of the booking etc.

The Trust may agree to reduced fees where a community group is using the facility for an activity run by a member of Trust staff. In this instance, where that group is the sole user of a school site the fee charged cannot be below £30 per hour so that basic costs (staffing, fuel etc.) can be met. Where there are other full fee paying users on site, a further reduction may be agreed providing that no hirer can access schools sites for less than £50 per half day.
Letting costs will always be charged to include a half hour set up and half hour pack down time in addition to the length of the letting (start/end time of the activity).