



COURT FIELDS SCHOOL

Lettings Policy

CEO: Lorraine Heath
Headteacher: Polly Matthews

DATE: September 2025
Date of Review: September 2026

The Governing Body regards the school's buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its students. Any lettings of the premises to outside organisations will be considered with this in mind.

This policy sets out the arrangements for the use of the school premises by groups, individuals or organisations.

Any person/group seeking to hire premises during the school day is subject to the school's safeguarding policy.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school may be brought into disrepute. Decisions whether to permit lettings will be delegated to the Headteacher.

All hirers of the school premises will be made aware of the hire costs, terms and conditions, including insurance requirements, before the hire and the agreement signed.

Charges

The Governing Body is responsible for setting charges for the letting of the school premises.

Charges for lettings will be revised annually and approved by the LGB Business Committee.

The charges for lettings take into account all costs to the school including, heating and lighting costs, caretaker hours, cleaning costs, administrative charge and wear and tear.

Variations in prices can be agreed by the Premises Manager or School Business Manager.

Charges to children and youth groups may be subsidised if funds are available. This is to be agreed by the Headteacher, based on individual circumstances.

Insurance

The school is insured by the DfE's Risk Protection Arrangement to cover public liability for hire of the premises. If the hirer does not have their own insurance, a 12.5% premium will added to the hire price.

Health and Safety

All persons hiring the school premises will be expected to conform to the relevant Health & safety regulations. This is to include Fire Safety, of which a QR code is available on the Hire Agreement.

Safeguarding

All persons hiring the school premises for events or activities for young people must have

suitable and sufficient policies and procedure in place to keep the young people in their care safe from harm. The school reserves the right to view these in advance of any booking and if they are not found to be suitable and sufficient then the booking may be cancelled.

Booking arrangements

All bookings must be made in advance. Appropriate forms are available from the Premises

Manager (see Appendix A). An invoice will be raised in advance of all lettings. However, for regular bookings, invoicing may be in arrears.

Cancellation of a booking

The terms and conditions of the letting should require at least one week's notice of the cancellation or alteration for one off bookings (24 hours' notice for regular bookings). If such notice is not received the lettings fee continues to be payable and will be charged to the hirer. The school reserves the right to cancel any letting at short notice should circumstances dictate.

COURT FIELDS SCHOOL LETTINGS

HIRE AGREEMENT 2025-2026 ACADEMIC YEAR

This agreement is made on the date stipulated between the School and the Hirer named below, whereby in consideration of the sum mentioned below and must be signed and returned to the school prior to the event.

The school agrees to permit the Hirer to use the specified premises for the purpose and for the period(s) described below:

THE HIRER (organisation or named individual):

Name:

Address:

Telephone No:

Email address :

HIRE DETAILS

Hiring Fee:

Purpose of Hire:

Pitch(s)/Pitch no: 3G pitch/

School Equipment included in the hire: goals

Period of Hire:

Day/Date

Start time

Finish time

INSURANCE: - Please delete as appropriate

- Our organisation has its own insurance and the relevant certificate is attached.
- Our organisation will need to be included in the school's hirers liability insurance cover

The Hirer agrees to be present during the hiring and to perform the provisions and stipulations contained and referred to in the School's Condition of Hire previously supplied to the Hirer (and understanding of which the Hirer acknowledges).

A copy of the Schools Fire Risk Assessment can be accessed via the QR Code.

If the Hirer is entering into an agreement for the use of the 3g pitch, football hard courts, sports field, sports hall or gymnasium and multi-gym, or if they are an Archery Club, the Hirer agrees to be bound by the additional Conditions of Hire annexed to this agreement.



None of the provisions of this agreement are intended to, or will operate to confer any benefit pursuant to the Contract (Rights of Third Parties) Act 1999 on a person who is not named as a party to this agreement.

Signed (The Hirer) Date

Signed (on behalf of the school) Date

Please return your signed Hire Agreement to:

Court Fields School, Mantle Street, Wellington, TA21 8SW

Declaration:			
<i>I acknowledge that I have received, read and agree to the Terms and Conditions of Hire from Court Fields School. I agree to pay for all costs associated with this hire and any damage or injury to property or persons caused as a result of this hire. I agree to give 7 working days' written notice of any cancellation or I will pay a cancellation fee.</i>			
Signed		Print Name	
Position		Date	
To be completed by the School:			
Lettings Reference Number			
Sight of Public Liability Insurance Policy No	Y/N		
		Sum Insured	
Date of Expiry of Policy			
Sight of relevant safeguarding documentation	Y/N		
Authorised By			
Lettings fee			
Any Other Costs			
VAT (if applicable)			
Total Due			
Invoice number		Date invoice raised	

COURT FIELDS SCHOOL LETTINGS

CONDITIONS OF HIRE – SEPTEMBER 2025

Note:

If the Hirer is in doubt as to the meaning of these conditions, the school should be consulted immediately.

- Court Fields School is available for hire by persons or organisations for meetings, conferences, dances, sporting activities etc. Facilities include a range of classrooms, hall, kitchen, drama studio, outdoor courts, playing fields, Sports Hall and 3G pitch. Ramps are provided at the entrance and exits for wheelchair access.
- For the purpose of these conditions, the term 'Hirer' shall mean a named individual, or where the Hirer is an organisation, the authorised representative.
- If this booking relates to a regular and continuing booking this one undertaking shall be binding for all occasions when the Facilities are used, but a regular booking shall not create or cause a periodic tenancy in respect of the Facilities.
- Except in the case of death or personal injury caused by the negligence of the School neither the school nor the Governing Body of the School shall be liable to the Hirer in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of any nature incurred by the Hirer.

The Hirer Shall:

- Settle all invoices within a period of 30 calendar days.
- Ensure that its official representative is at least 18 years of age or over.
- During the period of the letting, be responsible for supervision of the premises, including the fabric, the decoration, the contents and their care and safety from damage however slight or change of any sort, and the behaviour of ALL persons using the premises whatever their capacity, including proper supervision of car parking so as to avoid obstruction of the highway and access for emergency vehicles.

- Not use the premises for any other purpose than that described in the Hire Agreement, and shall not sub-let for use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring onto or into the premises anything that may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon or therein without written permission.
- Ensure that adequate insurance arrangements are in place in advance of the hire period and will provide a copy of the insurance certificate for the school's perusal and retention. When arranging their own insurance the Hirer shall indemnify the School against any third party claim against the School arising during the hire period.
- Be responsible for obtaining of any necessary licences, performance of plays or similar productions and for the playing of pre-recorded music.
- Be responsible for full compliance with the school requirements of any necessary licences (see above).
- Ensure that nothing is done on or in the premises in contravention of the law relating to gaming, betting and lotteries.
- Comply with ALL conditions and regulations made in respect of the Fire Authority, Local Authority, and Local Magistrates Court or otherwise. It is the responsibility of the Hirer to inform him/herself regarding these conditions.
- Before the commencement of any function, meeting or activity make themselves aware of ALL the emergency exits and shall, by announcement, ensure that all persons present are also aware of such exits and of the procedure to be followed in case of emergency evacuation – users should walk, not run, and leave by the nearest exit, not stopping to collect belongings, and assemble in the designated fire assembly point **which for all lettings outside of normal school hours will be the rear playground**. It is essential that this announcement be made in order to comply with the premises licence, health and safety regulations, and above all for their own safety.
- Where relevant, ensure that there are sufficient stewards to prevent unauthorised persons from entering the Facilities and to ensure that guests are restricted to the Facilities and to the necessary means of access thereto.

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- If preparing, cooking, serving or selling food, observe ALL relevant food, health and hygiene regulations and legislation, and obtain any necessary public liability insurance. If hiring the school kitchen, agree to visit the site prior to the event to

discuss with the Head of Kitchen or Catering Manager any necessary practical arrangements.

- Ensure that any electrical appliances brought onto or into the premises and used there shall be in safe and good working order, and used in a safe manner.
- Ensure that any equipment and materials brought onto the site and stored on site with the School's permission e.g. gymnasium equipment/mats, archery equipment are maintained in a safe condition and used in a safe manner.
- Ensure that the minimum of noise is made upon arrival during the hiring and on departure.
- At the end of the hiring, be responsible for everyone promptly leaving the premises, and for ensuring that the premises and surrounds are left in a clean and tidy condition, properly locked and secured (unless directed otherwise), and ensure that all lighting is switched off and any contents temporarily removed from their original positions properly replaced, otherwise the School shall be at liberty to make an additional charge for any expense they may incur in remedying the situation.
- Ensure that any activities for children under eight years of age comply with the Children's Act 1989 and that only fit and proper persons have access to the children. Copies of the Act are available from Social Services and Somerset County Council Early Years team.
- Ensure that any necessary DBS clearance checks have been carried out for those supervising children during the hire period.
- Where relevant, ensure that all necessary written permission forms have been obtained from children's parents to enable them to participate.
- Where relevant, ensure that a qualified supervisor is present during all activities of a hazardous nature, i.e. karate, trampolining, gymnastics, judo or where the hiring organisation is a youth group.
- Be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the Facilities are used.

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- Be responsible for any special needs or requirements of the users.
- Accept that if he/she wishes to cancel the booking before the date of the event and the school is unable to arrange a replacement booking, may be liable for repayment of any or all of the fee at the discretion of the School.
N.B. Regular hirers who need to cancel on a particular day at short notice e.g. in the event of bad weather must inform the school accordingly at that time.

- Not be entitled to any compensation for loss or damage if the premises are rendered unfit for the purpose for which they had been hired.
- In the event of any injury to any persons or property, however minor, immediately notify the school of the full details.
- In order to comply with the terms of the insurance of the school and school policy, not allow any smoking on or in the premises, including outside areas at any time.
- In the event of any query or complaint regarding the facilities or equipment being provided for its use by the school, immediately put any such concerns in writing by letter or email to the school premises manager. Mentioning any concerns verbally to the duty caretaker will not constitute the formal communication of a query or complaint.
- Have access to a mobile phone at all times in case of an emergency.
- Enter into this agreement in the knowledge that any increase in hire charge fees is effective from 1st September each year (relevant for on-going hirers only).

It is the policy of Court Fields School not to allow any dogs onto the site, with the exception of assistance dogs. From the date on which you sign this Hire Agreement you will be accepting the responsibility of ensuring that no dogs (except assistance dogs) will be taken on to any part of the school site including the sports fields by any person be it a club member, parent, visitor or any other person who may be attending the event(s) covered by this agreement.

YOUR ENTITLEMENT AS A HIRER

Just as the school has legitimate expectations of you as a Hirer, so you are entitled to expect from the School a professional support service.

More specifically, you are entitled to expect: -

1. Courteous and friendly treatment at all times.
2. A safe and clean environment in which to conduct your activity.
3. A prompt and efficient response to any queries/complaints, which you may raise.
4. Notification from the school, at the earliest appropriate stage, of all decisions and developments, which are likely to impact upon your use of the facilities, e.g. hire charge increases effective each April.

Please contact the school immediately if any instance you feel we have failed to meet these standards.

Lettings Charges 2025/26

Lettings at weekends and on weekdays after 9.30pm will be subject to a minimum of 2 hour booking charge.

Court Fields School may be able to offer subsidised rates, with agreement with the Premises Manager, Business Manager or Headteacher.

Charges exclude insurance and are subject to VAT, prices below are not inclusive of VAT.

Sports Hall (per hour)		£42.00
Assembly Hall(per hour)		£35.00
Classroom (per hour)		£28.00
Games pitches (per hour)	Junior only	£18.00
Courts (per hour)	Without floodlights With floodlights	£22.00 £31.50

3G Pitch (per Hour - Community Hire)	Peak (Oct-Mar) Quarter pitch £30.00 Half pitch £50.00 Full pitch £80.00 Match charges may vary	Off Peak (Apr - Sep) Quarter pitch £20.00 Half pitch £40.00 Full pitch £60.00 Match charges may vary
3G pitch (per hour – COST FOR PARTNER CLUBS ONLY)	Quarter pitch £25.00 Half pitch £45.00 Full pitch £75.00 Match charges may vary All hire rates subject to change	Quarter pitch £15.00 Half pitch £30.00 Full pitch £50.00 Match charges may vary All hire rates subject to change
3G Pitch (per Hour - Commercial Hire)	Peak (Oct-Mar) Quarter pitch £35.00 Half pitch £70.00 Full pitch £100.00 All prices subject to change dependant on term times & demand	