



Lettings Policy

Ermysted's Grammar School

The Governing Board of Ermysted's Grammar School (the 'School') ratified this Policy on **10 November 2025**.

Introduction

The purpose of this Policy is to set out the principles on which the School considers and offers the use of its facilities to third parties.

The School's building and grounds (its "assets") are owned by the Foundation Trust and whose Trustees are members of the School's Governing Board.

Whilst these assets are essentially used for the benefit of the School's pupils, the Governors recognise that they can also, on occasion, provide a valuable resource for, and may be made available to be hired by, members of the wider community, subject to appropriate guarantees concerning:

- insurance;
- the purposes for which they are being used;
- the people using the facilities.

Examples of external groups which might be considered acceptable for hiring facilities include organisations or clubs such as:

- representatives of the Old Boys' Society;
- members of staff;
- local primary schools;
- junior sports coaching groups;
- local sports clubs.

Examples of the purposes for which facilities might be hired include:

- concerts and dramatic productions;
- lectures;
- junior sports coaching;
- NHS blood donor sessions;
- wider public events – previous examples include Skipton International Puppet Festival and the Skipton Beer Festival.

The purpose of this Policy is to:

- provide clear guidance on lettings and the hire of School premises;
- offer guidance on safe access to the School site and premises;
- promote the use of School facilities by the wider community;
- safeguard the interests of Ermysted's Grammar School to ensure that any out of hours use of the School site is not normally subsidised by the School budget and is sustainable.

In endorsing this Policy, the Governing Board has delegated responsibility for Lettings in principle to the School's Senior Leadership Team – specifically the Headteacher and the School Business Leader – who in turn will oversee its implementation by the Finance Manager as detailed below.

Safeguarding

In considering the letting of the School's facilities, the Governing Board is conscious of and will discharge its obligations as required under the regulations for Keeping Children Safe In Education 2025 ("KCSIE"):

"Where governing bodies or proprietors hire or rent out school or college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe";

"When services or activities are provided by the Governing Body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The Governing Body or proprietor should therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school or college on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college. The Governing Body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. The guidance on keeping children safe in out-of-schools settings details the safeguarding arrangements that schools and colleges should expect these providers to have in place."

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

- Where a letting is made to an organisation involving the attendance of children, the Hirer will be required to confirm and provide evidence that the appropriate protocols are in place to ensure the safeguarding of those children whilst they are on the School site. These will be reviewed by the Designated Safeguarding Lead (DSL).
- The Hirer will also be required to report any safeguarding incidents to the DSL (see Appendix III).

Definition of a Letting

A letting may be defined as "any use of the School buildings and grounds by parties other than the School" and would normally incur a financial charge.

A letting must not interfere with the activities of the School.

The use of the premises for extracurricular activities by pupils supervised by School staff, activities such as staff meetings, parents' meetings and meetings of the Governing Board, fall within the normal business of the School.

The uses listed above are part of the normal operations of the School and they would not attract a charge.

Additional Definitions

Charge – The amount agreed between the School's Finance Manager and the Hirer and recorded on the Hire Agreement.

Finance Manager – The School’s Finance Manager is normally responsible for the management of Lettings but the role may be assigned to another member of the School’s staff if necessary; any change will be communicated to potential Hirers at the time.

Hire Agreement – This is the Booking Form (including the Terms and Conditions) completed and signed by one or more representatives of the Hirer.

Hirer – The named individual(s) responsible for making the booking and responsible for ensuring payment is made and compliance with the Terms and Conditions of the Letting.

Terms and Conditions – The Terms and Conditions applicable to the letting of different buildings or parts of the School site which are part of each Hire Agreement for that specific building.

Booking Procedure

Organisations, groups and individuals interested in hiring the School premises should initially telephone the School or preferably email their requirements to lettings@ermysteds.uk giving a brief description of the event or usage, facilities required and time(s) and date(s) involved.

The request will be reviewed by the Finance Manager who will consult, if appropriate, with the School Business Leader and/or Site Manager before responding.

The Finance Manager will arrange a visit to the School site with the applicant if appropriate.

The Finance Manager will then confirm the booking in principle or decline the approach.

Hire Agreement

The School has a template Hire Agreement which will form the basis of the contractual arrangement between the School and the party hiring the facility. (See Appendix I).

The template may be modified as it is applied to different facilities around the School site.

The template may be modified to take account of individual events.

All lettings are subject to the School’s Standard Terms and Conditions and these form part of the Hire Agreement (See Appendix I).

Charges for a Letting

The School will establish a table of outline charges for the letting of various facilities. (Appendix II). These charges will be agreed with the Governing Board and reviewed periodically as appropriate.

The charges should be sufficient to cover, as a minimum, any incremental costs incurred as a result of the letting, for example:

- staffing (site staff and cleaning);
- services (heating and lighting);
- administration (including Finance staff time);
- use of School equipment (if appropriate).

The charge may be varied from the “standard rate” at the discretion of the Finance Manager and the School Business Leader, for example:

- charges may be increased where the Hirer is a commercial organisation making a profit from the letting;
- charges may be reduced to support a charitable event;
- standard charges may be reduced where the letting is part of a programme of repeat hirings over a period of time.

The minimum period for which a letting will be charged is one hour.

The School reserves the right to require a deposit when a booking is confirmed which may be deducted from the amount of the final invoice after the hiring.

The School reserves the right to require a deposit over and above the hiring charge as financial security against either damage to the premises (including any equipment), or the premises being left in an unacceptable condition incurring additional costs for cleaning, caretaking or other expenses.

Booking Confirmation

The Finance Manager will produce the letting agreement for the specific hiring of facilities and seek confirmation from the Hirer that it is accurate and complete. This will include a copy of the associated Terms and Conditions.

Once a letting has been agreed in principle the Finance Manager will seek appropriate and sufficient supplementary documentation from the prospective Hirer including:

- Public liability insurance policy;
- evidence covering safeguarding and the protection of young people where the letting involves children to comply with the requirements of KCSIE for all those involved in any programme.

When the Hirer signs and returns the Agreement, and additional documentation, they are confirming their acceptance of all the associated Terms and Conditions and acknowledging their responsibilities associated with managing the actual meetings, sessions or events involved.

Additional Considerations

Where a Letting involves an activity which the School considers to involve any unusual health and safety implications, the School will seek evidence concerning the type of activity and qualifications of instructors or those responsible for the Letting as a precursor to proceeding.

A letting will not normally be considered for private parties but may, in exceptional circumstances, be considered where the individual organising the event has a close personal link with the School. Any such approaches should be approved by the Head Teacher and/or the School Business Leader who may also confirm agreement with the Chair of Governors (given ownership of the site and buildings).

The provision and serving of alcohol during a letting will not normally be permitted but, if allowed in exceptional circumstances, will be subject to the provision of the appropriate licences by the organisers.

Purpose of Use

The premises must only be used for the purpose for which they are hired, and the Hirer shall not assign the whole or any part of the benefit of this agreement nor may the premises be used for a longer period than that specified at the time of hiring.

No interference is to be made with School property/equipment/premises which do not form part of the letting.

No lecture, play, opera, dramatic or musical or other work in which a copyright exists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the Hirer and all necessary fees paid.

Use of Equipment

No person shall use any stage lighting or other specialist electrical equipment on the School site without the prior permission of the School and must be requested at time of booking. Due to the nature and position of the stage lighting, specialist staff are required to manage this (working at height) and this will incur additional staffing charges.

No person shall use any of their own specialist equipment without the prior permission of the School.

Electrical appliances brought on site are to be safe and carry a current safety test certificate/label as required by law. The intention to use a Hirer's own electrical equipment must be notified on the Hire Agreement.

Intoxicants or hazardous chemicals are not to be brought onto the premises without prior written authority from the School.

School office equipment, such as telephones and photocopiers must not be used without prior agreement with School.

Cancellations

If a letting is cancelled by the Hirer the School may, at its absolute discretion, charge a cancellation fee. This is most likely to be imposed where an alternative potential letting has been foregone in order to accommodate the hiring that is cancelled.

Separately, the School will seek to recover any unavoidable costs which it incurs that result directly from the cancellation of a letting, for example a commitment to additional staffing.

Details of the cancellation charges are show in the scale of charges (Appendix II).

Payment

Regular bookings which access facilities on a weekly basis will be invoiced at the end of each term, for payment within 14 days.

One-off bookings will normally be invoiced immediately after the event and settlement will be due within 7 days of the date of the invoice.

As part of its Debt Management policy, the School reserves the right to suspend any future lettings until the invoice has been settled.

Letting fees which are received by the School will be paid into the School's main bank account as a letting income.

Payments are to be made by electronic bank transfer.

If any deposit to secure the letting has been provided in advance this will be deducted from the final invoice.

If a deposit has been paid in advance against the risk of loss or damage (including key deposits) or the possibility of additional costs being incurred after an event and there are no further charges necessary, this sum will be deducted from the final invoice; or reimbursed once the final invoice has been settled if that deposit has been provided from a different source or guarantor.

Complaints or Disputes

If the School has a concern about a letting prior to an individual event, the Finance Manager will raise the concern with the Hirer. If the matter remains unresolved the Hirer will receive written notice of the cancellation of the booking.

If the School has a concern about a letting which is part of a regular booking, the Finance Manager will raise the concern with the Hirer. If the matter remains unresolved the Hirer will receive written notice of termination of the booking agreement.

Any complaints received by the School about a letting from a third party will be forwarded to the Hirer. If the Hirer does not have their own complaints procedure, the school will investigate the complaint using its own procedure.

If the Hirer has a concern, they should raise it with the Finance Manager in the first instance. If the matter is not resolved the Hirer should follow the School's complaints procedure.

APPENDIX I: HIRE AGREEMENT



ERMYSTED'S GRAMMAR SCHOOL

BOOKING FORM & HIRE AGREEMENT: **[INSERT VENUE]**

Please complete the following in BLOCK CAPITALS and email a signed copy to:

Mrs Samantha Poole, Finance Manager, lettings@ermysteds.uk

NAME OF ORGANISATION:	
NAME OF PRIMARY CONTACT:	
ADDRESS:	
CONTACT PHONE NUMBER:	
EMAIL:	
PURPOSE OF HIRE/EVENT:	
DATES & TIMES REQUIRED:	
ANY OTHER DETAILS/ REQUIREMENTS:	
CHARGE:	

Please note that the School reserves the right in its absolute discretion to cancel letting arrangements without notice if necessary. This will only be done in exceptional circumstances.

The School also reserves the right to impose an additional fee as appropriate to cover the cost of any damage, repairs, breakages, additional cleaning which might be found to be necessary after the hire.

I, (the Organiser) agree to abide by, observe and perform the terms and conditions of hire as set out on this booking form;

Signed:	
Name:	
Date:	

ALL SCHOOL VENUES: STANDARD TERMS & CONDITIONS

The organiser is required to take responsibility for the conduct and behaviours of those using the School Premises and to ensure compliance with the Terms and Conditions as set out below:

- 1 Any accidents of whatever nature and however caused to be reported to the Site Team (1) and subsequently in writing to the Finance Manager.
- 2 Any hazards or potential hazards to be reported to the Site Team (1) and subsequently in writing to the Finance Manager.
- 3 For lettings taking place outside of School hours **there is no provision of first aid equipment or first aid staff** on site. Organisations are expected to provide their own first aider and equipment. (Please note, however, that there is a Defib Machine on the School premises available for public use by dialling 999. This is located on the side of the Memorial Hall at the front of the School close to the fire doors. Please ensure that staff are acquainted with the location).
- 4 The Organisation must have its **own public liability insurance** cover for the particular use of the **Venue**. This must be provided to the Finance Manager and acknowledged as satisfactory in writing before any hire commences.
- 5 For ongoing lettings the organisation must ensure that the School has the most up to date version of the insurance after the hire commences, by providing an updated copy as renewal becomes due.
- 6 To **ensure all participants are aware of the Fire procedure**;
In the event of a fire the alarm will sound continuously - please leave the building using the closest fire exit. Do not try to tackle any fires yourself. The meeting point is at the bottom of the driveway in the roped area (known as the 'bus pen'). Ensure that you have a checklist of participants at all sessions so that you can confirm everyone is safely out of the building. The Fire Brigade and Site Manager will automatically be contacted through the system. You will need to wait in the meeting area until the Site Manager (or other responsible School Staff Member) confirms it is safe to re-enter.
- 7 No interference is to be made with School property/equipment/premises which do not form part of the specified venue as detailed below.
- 8 Any damage caused to the **Venue**, the equipment within it, or any other part of the School grounds and premises which occurs during or as a result of use by the Organisation will be the personal responsibility of the Organiser (primary contact as identified on the Agreement) and/or any other individual named on the Agreement as representing the Organisation.
- 9 To ensure that **full supervision of participants is provided at all times** during the period of hire and, where applicable, that those in charge of the use are appropriately qualified.
- 10 In line with Keeping Children Safe in Education 2025, the School's Governing Body is responsible for ensuring that the organisation concerned has the appropriate safeguarding and child protection policies and procedures in place. **For all lettings involving children under the age of 18 a copy of your organisation's child protection and/or safeguarding policy will be required.**
- 11 **If a safeguarding incident occurs whilst on School premises this must be reported within 24 hours** to the School's Designated Safeguarding Lead (dsl@ermysteds.uk). See separate instructions provided.
- 12 To be personally liable to pay for the contracted booking(s) irrespective of whether all those bookings are taken up.
- 13 Not to permit the **Venue** and School Grounds to be used for any purpose other than as specified on this booking form.
- 14 To ensure that the **Venue** is left in a clean and tidy condition after use and that litter is removed and furniture replaced to its original position.
- 15 To enforce the prohibition of smoking and consuming alcohol* anywhere on the School site.
- 16 Bookings will be for Term Time only, School holiday and Bank holiday bookings must be specifically requested and approved by the Site Manager.

- 17 For regular bookings, invoices will be issued at the end of each term, payment terms are 14 days from date of invoice and must be paid before the start of the new term. The School reserve the right to cancel a booking for non-payment of invoice.
- 18 One off bookings will normally be invoiced immediately after the event and settlement will be due within 7 days of the invoice.

SPECIFIC VENUE: TERMS AND CONDITIONS

SPORTS HALL

The Sports Hall Venue comprises the hall, changing facilities and toilets all accessible through the single designated entrance (collectively the “Sports Hall”).

- 19 Not to allow any food or drink to be consumed in the Sports Hall.
- 20 To ensure all participants are aware that **black soled shoes are not allowed** in the Sports Hall, as they mark the floor and additional cleaning is required to remove the marks. The School reserve the right to make a charge for any additional cleaning costs incurred.
- 21 Not to allow more than 45 people in the Sports Hall at any one time. If your event requires a higher capacity, please flag as an additional requirement for approval by the site team.
- 22 To be **respectful of other users** by vacating the space as quickly as possible once your time has finished and allowing the current session to clear up and exit before entering the space.

MEMORIAL HALL

The Memorial Hall Venue comprises the hall, stage, catering facilities and toilets all accessible through various designated entrances (collectively the “Memorial Hall”).

- 23 To only allow food and drinks provided by the Organisers to be consumed in the Memorial Hall and to ensure that any litter or debris is cleared away from the Memorial Hall, toilets and kitchen at the end of the booking.
- 24 **If the Organisers wish to serve Alcohol*** at the event they must inform the School at the time of booking and **make their own arrangements for a temporary licence**. The School does not hold a licence to allow for this.
- 25 No person shall use any stage lighting or other specialist electrical equipment on the School site without the prior permission of the School. Due to the nature and position of the stage lighting, specialist staff are required to manage this (working at height).
- 26 No person shall use the Concert Piano without prior arrangement directly with the Craven Piano Society, appropriate insurance arrangements must be made by the Organisers for this. The piano does not belong to the School and is not covered under the School insurance to be used by a third party.
- 27 No person shall use any of their own specialist equipment without the prior permission of the School.
- 28 Electrical appliances brought on site are to be safe and carry a current safety test certificate/label as required by law. The intention to use a hirer’s own electrical equipment must be notified on the letting booking form and may be subject to the School’s PAT testing.
- 29 No lecture, play, opera, dramatic or musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid.
- 30 Not to allow more than the agreed number of people at time of booking in the Memorial Hall. If your event requires a higher capacity, please flag as an additional requirement for approval by the site team.

REFECTORY

The Refectory comprises the dining hall, catering facilities and toilets all accessible through various designated entrances (collectively the “Refectory”).

- 31 To ensure that the Refectory, and any other facilities used are left in a clean and tidy condition after use and that litter is removed and furniture replaced to its original position.
- 32 To only allow food and drinks provided by the Organisers to be consumed in the Refectory and to ensure that any litter or debris is cleaned away from the Refectory, toilets and kitchen at the end of the booking.
- 33 **If the Organisers wish to serve Alcohol*** at the event they must inform the School at the time of booking and **make their own arrangements for a temporary licence**. The School does not hold a licence to allow for this.
- 34 No person shall use any of the catering equipment on the School site without the prior permission of the School.
- 35 No person shall use any of their own specialist equipment without the prior permission of the School.
- 36 Electrical appliances brought on site are to be safe and carry a current safety test certificate/label as required by law. The intention to use a hirer's own electrical equipment must be notified on the letting booking form and may be subject to the School's PAT testing.
- 37 No lecture, play, opera, dramatic or musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid.
- 38 Not to allow more than the agreed number of people at time of booking in the Refectory. The maximum capacity of the Refectory is 320 people.

ADDITIONAL INFORMATION:

SCHOOL CONTACT DETAILS (1)

During Office Hours:

Contact Person:	Samantha Poole
Role:	Finance Manager
Telephone:	01756 792186
Email:	lettings@ermysteds.uk

Outside Office Hours:

Caretaker onsite until 7pm Term Time	07745149385
During School Holidays 8am to 4pm	07394524682

OUT OF HOURS EMERGENCIES ONLY*:

Site Manager:	07745149385 07394524682
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*Please ensure these numbers are used for SITE EMERGENCIES ONLY after 7pm week nights and weekends.

Non-emergency issues to be reported during office hours to Samantha Poole who will liaise with the Site Team.

APPENDIX II:**PRICING SCHEDULE**

LOCATION	FACILITY	CHARGE (£) PER HOUR
Sports Hall	Suitable for netball, badminton, basketball, five a side football, cricket nets etc	£40
Memorial Hall	Hall space only (excludes use of stage, additional seating and kitchen)	£40
Memorial Hall - Event Use *	Events in the Auditorium including use of stage, seating and kitchen facilities	On Request
Refectory *	Dining Hall equipped with tables and chairs	On Request
Climbing Wall	Climbing wall only for use by groups with qualified instructors	On Request
Standard Classroom	Rooms equipped with tables, chairs and access to projector and whiteboard	£20
Specialist Classroom	Rooms equipped with tables, chairs and access to projector and whiteboard and specialist equipment	£30

NOTES:

* Use of the Memorial Hall and Refectory for events will be dependent on individual requirements and priced on that basis.

The use of stage lighting in the Memorial Hall will require specialist staff and incurs additional charges.

Bookings in the Memorial Hall and Refectory outside of School opening hours are subject to staff availability and will incur additional charges to cover the cost of staffing and cleaning.

CANCELLATION CHARGES:

The Hirer must give notice in writing and forfeit any deposit paid.

The School reserves the right to charge cancellation fees on the full booking cost as follows:

Less than 1 month 20% charge; less than 7 days 50% charge; less than 24 hours full cost

APPENDIX III:

FOR HIRERS WHERE CHILDREN UNDER THE AGE OF 18 ARE PARTICIPATING THE FOLLOWING LETTER IS ISSUED WITH THE HIRE AGREEMENT



Ermysted's Grammar School

Headmaster: Mr M J Evans

September 2025

Organisations or Individuals Using School Premises

As stated in Keeping Children Safe in Education (2025) ([Keeping children safe in education 2025](#)), paragraph 381 states "schools and colleges may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children".

If there are any safeguarding related incidents on the site of Ermysted's Grammar School whilst using the premises for running activities for children, the provider **must** take the necessary actions:

1. The organisation or individual **must** follow its own child protection policy and procedures.
2. The organisation or individual **must** inform the Designated Safeguarding Lead of Ermysted's Grammar School via dsl@ermysteds.uk within **24 hours** of the incident taking place. Ermysted's Grammar School will then follow its own child protection policy and procedures.