



New River College
Lettings Policy

Approved by School Governors in **March 2026**



New River College Lettings Policy

1. Introduction

NRC regards their school buildings and grounds as community assets 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 pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be carefully considered with this in mind. The Governing Body aims to maximise school generated income where this can be achieved without interfering with the school's prime function. Lettings will be balanced by both commercial and community lettings

This policy will be subject to review by the Governing Body and is based on advice and instruction from LBI.

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 its partners. This may be a community group (such as a local music group or sports team), or a commercial organisation (such as creative arts or performance theatre).

Extended Schools

The following activities fall within the corporate life of the school. These activities are not considered to be lettings, and costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

- Breakfast Club
- Governing Body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents' meetings
- Meetings of the PTA where applicable
- PTA organized events where applicable
- Services provided by partner organisations such as London Borough of Islington, Islington Primary Care Trust.

Priority for lettings

The Governing Body is mindful of the needs in the local area.

The following lettings are especially encouraged:

- Lettings to ethnic minority groups such as mother tongue or supplementary schools
- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to parents attached to the school
- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to parent support groups
- Lettings to self-help groups
- Faith groups
- Lettings to women's groups
- Lettings to people with a disability
- Lettings to low-income groups
- Lettings to children's groups
- Lettings to youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the school's facilities.

- Commercial activities with little potential to generate income or support for the school
- Events selling alcohol
- Activities promoting gambling
- Political groups

Types of lettings

The Governing Body has agreed to define lettings under the following categories:

- School Lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise
- Community Lettings for other community activities which should be made on the basis of full cost recovery
- Commercial lettings which should be charged on a cost plus an income margin for the school. VAT will be chargeable where appropriate.



Charges

The Governing Body is responsible for setting, implementing and reviewing the charges for the letting of the school premises. Details of current charges will be provided in advance of any letting being agreed. These are set out in the Schedule of Charges for Community Use and are available on request

For the purpose of charging, the Executive Headteacher will determine whether the letting is either for commercial or community use. The Executive Headteacher is also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school is constrained by law to apply Value Added Tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings, unless they are long term bookings are subject to VAT @ 20 %.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of Use.

Letting times

In general lettings will be available up to 6pm on weekdays.

Variations to these facilities and times will be subject to the approval of the Executive Headteacher.

Conduct of users

This is set out in the Terms and Conditions for use of school premises (attached).

Security

The Executive Headteacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

Risk Assessment

A joint risk assessment with the school and party will be carried out in advance of any letting.

Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Executive Headteacher in accordance with the Governing Body's policy. Where appropriate, the Executive Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Executive Headteacher has any concern about whether a particular request for a

letting is appropriate or not, she will consult with the Chair of Governors.

Considering applications for lettings

Organisations seeking to hire the school premises should approach the Executive Headteacher / SBM. Details of charges and conditions of use should be given or referred to the hirer.

An Initial request form, a copy of which is attached to this policy, should be completed at this stage. A record of all enquiries should be kept on file.

The Executive Headteacher or other designated member of staff will decide on the application with consideration to:

- the priorities for lettings agreed by Governors and set out in the school's lettings policy
- the availability of the facilities and staff
- the school's equal opportunities, health and safety and child protection policies
- the health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

Health and Safety

Lettings are to comply with the same health and safety requirements as those which are applicable to school activities. Any equipment installed for, or used during, a letting is to be installed/supervised by a properly qualified person.

Entertainments Licence.

A public entertainments licence may be required where a function is open to the public. Advice is to be obtained from Islington Entertainments Licensing Officers (tel. 020 7527 3233) in cases of doubt. The cost of obtaining an entertainment licence is to be met by the hirer.

Insurance

Public liability Insurance to cover the hirer is provided under the Islington insurance scheme. The cost of any additional premium is to be met by the hirer.

Cancellation

Cancellation by the Hirer

- Cancellation by the hirer within 48 hours of the letting will result in the loss of the deposit
- Cancellation between 48 hours and 7 days before the letting will result in the loss of 50% of the deposit

Cancellation by the School

Cancellation by the school, after the letting has been approved, will be avoided wherever possible and will occur only in exceptional circumstances.

Where possible the school will endeavour to give 7 days' notice to the hirer

Safeguarding

Compliance checks will be carried out for any events that involves working with children. This is to ensure that the terms of any contract for lettings, such as supplementary

schools' that require the contractor to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, also requires the contractor to adopt and implement the measures described in this guidance.

Before agreeing to any letting, a copy of the organisation's Child Protection Policy must be seen to satisfy ourselves that the organisation has appropriate procedures in place for safe recruitment, including (but not limited to) the taking up of checks through the Disclosure and Barring Service (DBS).

For an individual, such as a self-employed tutor, the same procedures will be adopted.

Trading

The advice of Islington Trading Standards Service is to be sought before any letting involving trading, such as car boot sales or auctions, is undertaken.

Issuing a Lettings Contract

Once a letting has been approved, a letter or email confirmation will be sent to the hirer, enclosing a copy of the Terms and Conditions and the Lettings Contract.

The Lettings Contract should then be signed and returned to the school. The school should be in receipt of the signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with Governing Body's current scale of charges (available on request). **We will seek payment in advance in order to reduce any possible bad debts by requesting a deposit.**

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Executive Headteacher, on behalf of the Governing Body, has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.



APPENDIX A

BOOKING FORM

APPLICATION FOR LETTING SCHOOL ACCOMMODATION

APPLICANT

ORGANISATION

ADDRESS

DAY TIME TEL NO...

NATURE OF
FUNCTION...

DATE(S)
.....

TIME(S)
.....

NO. OF PERSONS
ATTENDING...

ACCOMMODATION REQUESTED

(state floor / type & number of rooms)

EQUIPMENT REQUIRED

WILL THERE BE AN ADMISSION CHARGE? Y / N

WILL ALCOHOL BE SERVED AT THE FUNCTION? Y / N

I have read and accept the Terms and Conditions for Lettings.

Signed: Date:

LETTING AUTHORISED Signed: Date:..

APPENDIX B

CONDITIONS OF OCCUPATION FOR LETTING AT SCHOOL

- 1. The accommodation shall only be used for the purposes stated on the application and within the hours agreed in the confirmation letter or email. The applicant shall be responsible for ensuring these conditions of occupation are observed.*
- 2. Payment as notified shall be made in advance, and a returnable deposit against damage shall be paid if appropriate.*
- 3. The hirer shall not cause any damage to the school property or buildings or cause any noise nuisance to neighbouring residents.*
- 4. The hirer shall be required to take any precautions necessary to ensure the safety of those attending the function, including ensuring that means of escape from fire are not blocked or impeded.*
- 5. The hirer shall ensure that the accommodation is left in a clean and tidy condition at the end of the letting.*
- 6. The hirer shall comply with any reasonable instructions given by the premises manager or duty member of staff.*
- 7. Alcohol is not allowed on the premises unless prior agreement is given and a licence obtained where necessary.*
- 8. Smoking is not allowed within 50 metres of the school site*
- 9. Lettings are agreed at the discretion of the Governing Body which may refuse applications if in its view a proposed function is not suitable to be held on the school premises or would cause disturbance to neighbours.*
- 10. The Governing Body reserves the right to withdraw permission for any letting and refund any fee paid in advance. If the hirer cancels in advance of 7 days, any fee will be refunded if 5 working days' notice has been given, but the deposit retained.*
- 11. Any licence fees are to be paid by the hirer.*

APPENDIX C

Cost of hire: £