Castle Phoenix Trust

Lettings Policy

Trust Level Policy

Date Effective	01 March 2026
Review Cycle	Annually
Review Date	November 2025
Date of Approval	06 February 2026
Committee Approved by	Trust Board
Author	Ian Houghton – Head of Estates & Compliance

Date	Notes
September 2022	Review of policy and charges
November 2023	Review of policy and charges
November 2024	Review of policy and charges
December 2025	Review of policy and charges

Contents

Policy Aims 2
Schools and Areas Available for Hire 2
Charging Rates 3
Periods of Hire 3
Cancellations 3
Review of Lettings Policy 4
Payments 4
Booking Process 4
Terms and Conditions of Hire 5
Safeguarding 6
Hire Rates – Caludon Castle School 7
Hire Rates – Charter Academy 8
Hire Rates – Foxford Community School 9
Hire Rates – Hill Farm Primary School 10
Hire Rates – Kingsbury School 11
Hire Rates – Little Heath Primary School 12
Hire Rates – Potters Green Primary School 13
Hire Rates – Richard Lee Primary School 14
Booking Request Form 15
Accident Form 17

Policy Aims

Castle Phoenix Trust aims to:

- Ensure that each school's premises and facilities can be used, where appropriate, to support local community events and organisations.
- Allow the hiring of each school's premises and facilities without using the schools delegated budgets to subsidies this.
- Charge for the use of each schools' premises and facilities to cover the cost of the hire and, where appropriate raise additional funds for schools.
- Not let any hiring out of school premises interfere with each school's primary purpose of providing education to its students.

Schools and Areas Available for Hire

Caludon Castle School
Conference room (Monday to Friday, term time only)

Charter Academy

Classrooms
School Hall
Football Pitch – Under 10's

Foxford Community School

Classrooms
Dance & Drama Studio
Sports Hall
Gymnasium
Changing Rooms
Football Pitch – Adult

Hill Farm Primary School

School Hall (KS1)
School Hall (KS2)
Classrooms
Conference Room
Football Pitch – Under 11's

Kingsbury School

Classrooms
Sports Hall
Gymnasium
Swimming Pool
Changing Rooms
Football Pitch - Adult
Football Pitch – Under 16's
Football Pitch – Under 11's

Little Heath Primary School

Classrooms
School Hall
Small Hall
Football Pitch – Under 11's

Potters Green Primary School

Classrooms
School Hall (Top Hall)
School Hall (Bottom Hall)
Football Pitch – Under 11's

Richard Lee Primary School

Classrooms
School Hall
Football Pitch – Under 11's

Charging Rates

The rates for hiring out the facilities at each school are set out in the following appendixes.

Appendix 1: Caludon Castle School
Appendix 2: Charter Academy
Appendix 3: Foxford Community School
Appendix 4: Hill Farm Primary School
Appendix 5: Kingsbury School
Appendix 6: Little Heath Primary School
Appendix 7: Potters Green Primary School
Appendix 8: Richard Lee Primary School

Periods of Hire

Generally, each school can be hired out between the following times:

Monday to Friday 17:30 until 21:00
Saturday and Sunday 08:00 until 16:00

The hiring out of facilities during school hours, after school, school holidays and bank holidays would be at the discretion of each school. Additional charges may apply.

Cancellations

Castle Phoenix Trust and each school within the Trust reserve the right to cancel any agreed hiring with a minimum of one day's notice. A full refund will be issued if we do cancel a booking. The Trust or the hired school will 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 cancelation of any booking.

The hirer may cancel any booking with a minimum of five days' notice at no charge to them. If less notice than this is given, then the hirer will have to pay the following percentage of their hire charges.

Notice Period	Cancelation Fee (Percentage of Hire Fee)
5 or more days	No fee charged
4 days	25% of the hire charge to be paid
3 days	50% of the hire charge to be paid
2 days	75% of the hire charge to be paid
1 day	100% of the hire charge to be paid
On the day cancelation	100% of the hire charge to be paid

Review of Lettings Policy

Castle Phoenix Trust will review the Lettings Policy and the associated hire charges annually (November).

Payments

Castle Phoenix Trust will invoice for the hire of their facilities. Hirers can pay for their sessions upfront or after each session. Invoices will need to be paid within the agreed deadline that is set out on the invoice. Failure to pay the invoice will result in the immediate termination of the booking.

At Kingsbury School there is an additional option to pay at the Leisure Centre after each booking.

Booking Process

Those wishing to hire the premises of any Castle Phoenix Trust school should complete a booking request form (**Appendix 9**). The hirer should also read the terms and conditions of hire set out in this policy.

The hirer should complete and sign the booking form and submit it to the relevant school office. Hirers will be notified when the booking request is approved.

If the request is approved, the relevant school will contact the hirer with details of how to submit their payment. Once the payment has been received the school will then arrange for the hirer to attend a health and safety induction. The hirer will also be required to provide the school with a copy of their public liability insurance certificate and also any relevant DBS Certificates.

Castle Phoenix Trust and each school within the Trust 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.

Terms and Conditions of Hire

The following terms and conditions must be adhered to in the hiring of school premises. Any breach of these terms will result in cancelation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire booking form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the relevant school by this license.
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 the licence, as set out in the booking request form.
6. Any additional uses of the premises not agreed in writing by the relevant school will result in the immediate termination of the licence.
7. The relevant 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 a copy of the relevant insurance certificate with the booking request form.
9. The hirer shall not conduct, nor permit or suffer any other 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;
    B. Any claim by any third party against the school; and
    C. 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 relevant 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 made by the hirer and received with less than five days' notice, will be charged for their session as per the cancellation percentages set out above.
13. Any cancellations made by the school/Trust will be fully refunded.
14. The hirer will attend a Health and Safety induction before the start date of their booking.
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 relevant 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 will ensure that any electrical equipment that they bring onto the premises holds a current passed PAT testing label.
22. The hirer will ensure that all building defects are reported to the hired school as soon as possible.
23. The hirer will ensure that in the event of an accident taking place, a Trust accident form is completed (Appendix 9) and submitted to the relevant school within one working day from the date of the accident.
24. The hirer will be responsible for providing first aid cover/equipment for their booking.
25. All Trust premises are no smoking and no vaping, this includes the external grounds of the premises. The hirer will ensure that all attendees of their booking comply with the Trusts no smoking/no vaping policy.
26. The Trust does not allow gambling, consumption of alcohol or the sale of alcohol on any school sites. Hirers are responsible for ensuring that their attendees comply.
27. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
28. The hirer must ensure that no dogs are taken onsite during their booking.
29. The Trusts lettings policy, the relevant school hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and incorporated in the licence.
30. The licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
31. The Trust 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.

Safeguarding

Castle Phoenix Trust is dedicated to ensuring the safeguarding of its students at all times.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the premises at the relevant school.

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

Appendix 1

Hire Rates – Caludon Castle School

Area	Monday – Friday Cost Per Hour
Conference room	£21.97

Admission to premises only on production of licence.

Appendix 2

Hire Rates – Charter Academy

Area	Monday – Saturday Cost Per Hour	Sunday Cost Per Hour	After School Cost per Hour (17:30 – 19:00)	School Holidays Cost per Hour (08:00 – 15:30)
School Hall	£51.45	£64.05	£16.74	£16.74
Classrooms	£46.20	£56.70	£11.34	£11.34
Football Pitch – Under 11's	£49.50	£53.90	£12.96	£12.96

Admission to premises only on production of licence.

Please Note:

The use of the facilities over school holiday periods will be dependent upon the school facilities being open. Please contact the school office for further information.

Appendix 3

Hire Rates – Foxford Community School

Area	Monday – Saturday Cost Per Hour	Sunday Cost Per Hour	After School Cost per Hour (17:30 – 19:00)	School Holidays Cost per Hour (08:00 – 15:30)
Classrooms	£45.68	£56.70	£11.34	£11.34
Dance & Drama Studio	£52.50	£68.25	£15.12	£15.12
Community Lounge	£45.68	£64.05	£11.34	£11.34
Sports Hall	£69.30	£76.41	£18.36	£18.36
Gymnasium	£61.95	£65.10	£15.12	£15.12
Changing Rooms	FOC	FOC	FOC	FOC
Football Pitch – Adult	£57.20	£60.50	£15.12	£15.12

Admission to premises only on production of licence.

Please Note:

The use of the facilities over school holiday periods will be dependent upon the school facilities being open. Please contact the school office for further information.

Appendix 4

Hire Rates – Hill Farm Primary School

Area	Monday – Saturday Cost Per Hour	Sunday Cost Per Hour	After School Cost per Hour (17:30 – 19:00)	School Holidays Cost per Hour (08:00 – 15:30)
School Hall (KS1)	£48.30	£58.80	£16.74	£16.74
School Hall (KS2)	£48.30	£58.80	£16.74	£16.74
Classrooms	£40.95	£50.40	£11.34	£11.34
Conference Room	£46.20	£52.50	£14.58	£14.58
Football Pitch – Under 11's	£55.00	£66.00	£12.96	£12.96

Admission to premises only on production of licence.

Please Note:

The use of the facilities over school holiday periods will be dependent upon the school facilities being open. Please contact the school office for further information.

Appendix 5

Hire Rates – Kingsbury School

Area	Monday – Saturday Cost Per Hour	Sunday Cost Per Hour (Swimming Pool Open)	Sunday Cost Per Hour (Swimming Pool Closed)	School Holidays Cost per Hour (08:00 – 15:30)
Classrooms	£18.50	£18.50	£34.50	£11.00
Sports Hall	£45.00	£45.00	£50.00	£20.00
Gymnasium	£21.50	£21.50	£32.00	£13.50
Swimming Pool – With Lifeguard (Cost includes pool changing rooms)	£83.00	£83.00	£83.00	£83.00
Changing Rooms	FOC	FOC	FOC	FOC
Football Pitch – Adult (Cost is for 2-hour session)	£51.50	£51.50	£65.00	£25.00
Football Pitch Under 16's (Cost is for 2-hour session)	£45.00	£45.00	£57.00	£25.00
Football Pitch Under 11's (Cost is for 2-hour session)	£42.00	£42.00	£56.00	£25.00

Admission to premises only on production of licence.

Please Note:

Please contact the school's Leisure Centre directly for information on individual swimming lessons and individual swimming sessions.

Football pitches can be hired for 1hr sessions, this will be half the cost of the 2hr session.

An additional charge of £10 will be made to each Sports Hall booking/session for the use/hire of the indoor cricket nets.

Hirers using the facilities at Kingsbury School must not enter the grounds of Kingsbury Primary School.

Appendix 6

Hire Rates – Little Heath Primary School

Area	Monday – Saturday Cost Per Hour	Sunday Cost Per Hour	After School Cost per Hour (17:30 – 19:00)	School Holidays Cost per Hour (08:00 – 15:30)
School Hall	£47.25	£57.75	£16.74	£16.74
Small Hall	£42.00	£52.50	£14.58	£14.58
Classrooms	£39.90	£50.40	£11.34	£11.34
Football Pitch – Under 11's	£52.80	£63.80	£12.96	£12.96

Admission to premises only on production of licence.

Please Note:

The use of the facilities over school holiday periods will be dependent upon the school facilities being open. Please contact the school office for further information.

Appendix 7

Hire Rates – Potters Green Primary School

Area	Monday – Saturday Cost Per Hour	Sunday Cost Per Hour	After School Cost per Hour (17:30 – 19:00)	School Holidays Cost per Hour (08:00 – 15:30)
School Hall (Top Hall)	£47.25	£57.75	£16.74	£16.74
School Hall (Bottom Hall)	£47.25	£57.75	£16.74	£16.74
Classrooms	£39.90	£50.40	£11.34	£11.34
Football Pitch – Under 11's	£52.80	£63.80	£12.96	£12.96

Admission to premises only on production of licence.

Please Note:

The use of the facilities over school holiday periods will be dependent upon the school facilities being open. Please contact the school office for further information.

Appendix 8

Hire Rates – Richard Lee Primary School

Area	Monday – Saturday Cost Per Hour	Sunday Cost Per Hour	After School Cost per Hour (17:30 – 19:00)	School Holidays Cost per Hour (08:00 – 15:30)
School Hall	£52.50	£65.10	£16.74	£16.74
Classrooms	£47.25	£57.75	£11.34	£11.34
Football Pitch – Under 11's	£50.60	£66.00	£12.96	£12.96

Admission to premises only on production of licence.

Please Note:

The use of the facilities over school holiday periods will be dependent upon the school facilities being open. Please contact the school office for further information.

Appendix 9

Booking Request Form

Establishment:			
Hirers Name:		**Date:**	
Contact Number:		**Email Address:**	
Organisation:			
Purpose of Letting:			
Charge for Admission:			

Dates and Times of Letting		
Dates	**Start Time**	**Finish Time**

Accommodation	**Please Tick**	**Qty**
Classroom		
Conference Room		
Hall		
Sports Hall		
Gymnasium		
Swimming Pool		
Dance Studio		
Drama Studio		
Football Pitch - Adult		
Football Pitch - Under 16's		
Football Pitch - Under 11's		
Tennis Courts or Netball Courts		
Playgrounds		
Changing Rooms		

In consideration of this application being granted I agree to pay the school on demand hiring fees in accordance with the scale of charges and conditions of hire, a copy of which has been supplied to me, and I undertake to comply with the said regulations. I also agree to pay the school the amount of any damage which may be occasioned to the property of the school and to indemnify the school and Castle Phoenix Trust from and against all actions, claims, demands, losses, costs, damages and expenses which may be brought or made against them by any person in respect of any injury or damage sustained by them in consequences of or arising out of the use of the said accommodations a result of this application.

All hirers must submit evidence of insurance with this booking form

I am over 18 years of age.

I certify that all adults working with children or vulnerable adults have had the necessary DBS checks as per the certificate numbers provided below:

Name	DBS Certificate Number:

I certify that I have read, understood and will comply with the Castle Phoenix Trust Lettings Policy.

Print Name:		**Signature:**	
Position in Organisation:		**Date:**	

For Office Use Only

	Yes (✓)	No (✗)
Hire Dates Free		
Requested Areas Free		
Insurance Documents Copied		
Booking Agreed		
Print Name		
Signature		
Date		

Copies of Booking Form

	Yes (✓)	No (✗)
Copy to Hirer		
Copy to School Finance Team		
Copy to School Site Services Team		

Appendix 10

Accident Form

Castle Phoenix **Trust**

Reporting Guidance	
Major Incident/Accident	Immediately report to the Head of Estates
General Incidents/Accidents	Report to the Head of Estates within 3 working day
Ian Houghton - Mobile Number	07803 518 569
Ian Houghton - Email Address	ian.houghton@castlephoenixtrust.org.uk

Staff Accident / Near Miss Incident Report Form (Including Visitors)

Part A – General Information

Details of Injured Person

Name _____

Home address _____

_____

_____

Contact number _____

Date of birth _____

Employee ☐

Agency ☐

Volunteer / Visitor ☐

General Public ☐

Work Placement ☐

Complete Employment Details below ←

Employment Details

Establishment

_____

Occupation (in full) _____

Full Time / Part Time / Job Share

Work Tel No _____

Accident / Incident Details

Date / Time of Accident / Incident

Date _____

Time _____ (am/pm)

Is any lost time expected? _____

Date / Time of Accident / Incident Reported

Date _____

Time _____ (am/pm)

Explain what happened leading up to and including the accident / Incident. (Use a separate sheet if necessary)

Injury details

Type of injury (cut, sprain etc.) _____

Part of body injured (left / right where applicable) _____

Was first aid administered? YES / NO

If yes, by whom? _____

Was the injured person taken directly to hospital? YES / NO

If yes, were they admitted? YES / NO

Ref: Accident/Incident to _____

Location details:			
Establishment where accident / incident occurred:			
Where exactly did the accident / incident occur?			
Toilet ☐	Plant room ☐	Office ☐	Working at height ☐
Classroom ☐	Corridor ☐	Roof ☐	Fitness centre ☐
Carpark / drive ☐	Footpath / Verge ☐	Swimming pool ☐	Offsite ☐
Lab / Prep Room ☐	Staffroom ☐	DT room ☐	Other ☐
Playground ☐	Gymnasium ☐	Stairwell ☐	
Sports Hall ☐	School field ☐	School kitchen ☐	
Store room ☐	Changing room ☐	Dining room ☐	
Other (please specify)			
Following the accident / incident, what remedial action has been taken to prevent a recurrence?			
Signed (Person Reporting): _____ **Date:** _____ **Print Name:** _____ **Signed (Headteacher):** _____ **Date:** _____			

Part B – Lost Time Details					
No lost time	☐	Less than one day	☐	Less than 3 days	☐
More than 3 days	☐	Major injury	☐	Fatality	☐

This section should be completed by the Head of Estates		
Date received:		
Details:		
Insurance and risk department informed: Yes / No	**Photographs taken:** Yes / No	
Reported to the HSE: Yes / No	**Date reported to HSE:**	**HSE reference number:**
Signature:	**Date:**	