



ACHIEVING TOGETHER

FOUR STONES GATEWAY TRUST

LETTINGS POLICY

For Shropshire Schools

DATE POLICY WAS APPROVED	01.07.2026
DATE POLICY WILL BE REVIEWED	Summer 2029
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Head of Estates

FOUR STONES GATEWAY TRUST

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Four Stones Gateway Trust is a company limited by guarantee registration number 9115941

Key Definitions

All policies incorporate the following schools or organisations within Four Stones Gateway Trust ('the Trust') that are physically based within Shropshire Local Authority:

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this Policy the term:

“CEO” includes the Chief Executive Officer

“CFOO” includes the Chief Financial Officer

“Trust Senior Leadership Team” includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

“Headteacher” includes the appropriate School Headteacher.

“Trustees or Trust Board” are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Boards (LAB)” are appointed Governors at a local level. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Chair” responsible for leading the board and ensuring its effectiveness

“Stakeholders” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Key points and summary

The Trust aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises are available firstly, for the benefit of the learners and secondly, for local people, consequently providing the school with financial income.

This policy aims:

- To ensure that lettings are not in conflict with the fundamental purpose of the school.
- To support community involvement in the life of the school.
- To support the community in sporting, cultural and educational pursuits.
- To be consistent with the school's equal opportunities policy.
- To maximize the commercial opportunity for lettings.
- To ensure costs are fully calculated and covered.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds.

The emphasis of this policy is to ensure staff are aware of their responsibilities and hirers' are compliant with health and safety and insurance requirements.

Responsibilities

Overall responsibility for school lettings is held by the School Governing Body who monitor the policy through the Finance & Staffing Committee. The Primary Headteacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is initially delegated to the CFOO, and managed by the Trust Estates, Facilities and IT Infrastructure Lead.

The CFOO will report at least annually on use of the school facilities outside of school hours to the Finance and Premises Committee.

Secondary Head, Trust Estates, Facilities and IT Infrastructure Lead responsibilities/Primary Headteacher responsibilities

- To manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned.
- To keep a diary of all lets.
- To book Duty Site Staff for lets.
- To organise cleaners when necessary.
- To keep the CFOO informed as necessary.
- To liaise with Senior Management team to ensure communication of any events/bookings arranged after school or the extended day.
- To maintain accurate records for inquiries and bookings.
- To confirm bookings by letter and issue contracts.
- To maintain a booking chart.
- To maintain contact with hirers.
- To inspect insurance documentation.
- To share information with the Finance Office.
- To promote the facilities to the community.

Finance Office responsibilities

- To raise invoices and keep track of payment.
- To advise the CFOO of any outstanding invoices.
- To initiate debt management processes in the case of bad debtors after consultation with the CFOO.

Duty Site staff responsibilities

- To ensure facilities are as required by hirers.
- To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To keep the Trust Estates, Facilities, and IT Infrastructure Lead informed, as necessary.

Charges & Bookings

All charges are to be reviewed annually and set at a commercially viable rate as agreed by Governors of the Finance and Premises Committee. Charges are due in advance.

Bookings

Bookings for the facilities will be made directly to the Trust Estates, Facilities and IT Infrastructure Lead or Primary Headteacher who will consider the type of event, Site Supervisor availability, the number of other lets, coinciding and the suitability of our accommodation.

No smoking is allowed on site.

The school has a responsibility to work within the framework of the law, however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the let. Hirers are responsible for arranging any first aid provision for the members of their organisation. In the event of an emergency, first aid items are held by the Site Supervisor. The school's telephone system may be used in the event of an emergency. The Health and Safety Policy on evacuation outside normal hours is issued annually.

The school reserves the right to cancel any letting where the hirer fails to comply with health and safety issues (see Conditions of Hire information).

The school requires any electrical items used to have a PAT certificate.

The Trust Estates, Facilities and IT Infrastructure Lead/ Primary Headteacher will monitor the number of people on site with regard to safety in the event of a fire and insurance.

Safeguarding

All hirers who provide activities for children and young people are required to complete the Application for Hiring Premises form which indicates they have a Child Protection Policy and all relevant requirements of KCSIE.

Complaints

In the event of a hirer being dissatisfied with the facilities or service, the school will investigate in line with the Trust's Complaints Policy.

Dear User,

*Please **do** read the information in this document as it contains essential information regarding your hiring of our Academy premises. It is important that your party keeps to the hours booked (please remember to add in setting up and clearing up time when you book) and that all Academy facilities are kept in good order at all times. The right is reserved to cancel your booking if the terms and conditions of hiring are not met.*

Hire of these premises is subject to the following conditions:

- 1 The Hirer must be over the age of 18 years; have completed the Application for Hire Form, have adequate Public Liability Insurance cover in place and have paid the required charges.
- 2 The Hirer is required to include preparation time and clearing-up time on the Application Form. Academy premises are generally unavailable for hire during normal term time Academy hours or later than 10pm. All other times are by negotiation.
- 3 The Hirer, on arrival, should report any damage, litter or disorder immediately to the Site Supervisor on duty.
- 4 The Hirer is responsible for ensuring the number of people on site during the period of hire does not exceed the number given on the Application for Hire Form.
- 5 The Hirer is responsible for leaving the premises hired in a clean, neat and tidy condition and must place rubbish in black bags, which must be deposited in the external refuse bins. If the Hirer fails to leave the premises clean, neat and tidy, the Academy's cleaners will clean the premises and will charge the cost to the Hirer.
- 6 The Hirer is responsible for the area of the premises hired and access and exit routes for the period of hire. The Hirer shall not assign or sublet the premises or any part of the premises.
- 7 The Hirer is responsible for ensuring that the let finishes promptly. The Academy will charge for the extra costs incurred for any delay.
- 8 The Hirer agrees to pay the Academy on demand the cost of repairs or making good any loss or damage arising out of or incidental to the hiring.
- 9 No intoxicating liquor may be sold at an event without the necessary licenses and approvals, which must be produced by the Hirer and shown to the Academy in advance.
- 10 Parking is permitted on the school car park (5 mph speed limit). Vehicles must not be parked where they would cause an obstruction. The Academy cannot accept liability for valuables or possessions that are lost or damaged in any way on or off the Academy premises. The school car park will be locked at the end of the lettings and not reopened to allow access until the next school working day.
- 11 Regular hirers or long-term bookings of school facilities are assumed to attend each week and must notify the Academy of any absence without delay by contacting the Trust Estates, Facilities and IT Infrastructure Lead. Unless cancelled 48 hours in advance the full letting charge is applicable.
- 12 All furniture should be returned to its original position at the end of the let.
- 13 Authorised Officers of the Academy may enter the premises at any time for any reason during the let.
- 14 The Academy may terminate the letting if the Hirer fails to comply with the Conditions of Hire or with Fire and Health and Safety regulations.

- 15 Any event deemed to bring the Academy's good name into disrepute can be cancelled at any time by the Academy.
- 16 The hirer is responsible for carrying out a risk assessment. The Academy will require the hirer to provide a copy of this assessment to the Site Manager.
- 17 Should the hirer need to call the emergency services during a let the Duty Site Manager must be informed.

Booking Charges with effect from 1st September 2026 are £22 per hour per facility
All lettings are for a minimum of 1.5 hours to allow 15 minutes for setup and 15 minutes for lockup.

The CFOO will have discretion for agreeing any discounted rates and these will apply only where pupils of our school or local community benefit directly through participation and where the activity for which the booking has been made is supported by youth affiliation and membership of a relevant professional body. Evidence of this will be required.

The Academy reserves the right, in exceptional circumstances, to cancel the letting at any time without giving the reason. In such an event, the fee paid shall be refunded in full but the Academy shall not otherwise be liable for damages in respect of such cancellation.

The school will invoice users for the full amount of their hire charge.
Charges are payable in advance. Payment methods and detail are included on your invoice.

Duty Site Supervisor Responsibilities

The Duty Site Supervisor is the Academy's representative and is responsible for overseeing the site throughout the period of hire and making sure that, before, during and at the end of the letting, the following are adhered to:

- That the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the Academy.
- That the premises are in a safe and satisfactory condition for the Hirer.
- That the premises remain secure during the let by regular patrolling and monitoring of the entrance(s) being used.
- That the premises are checked before and at the end of the let (with a representative of the Hirer) for damage and to ensure that they have been left in a neat, clean, and tidy condition
- That, where the same accommodation is hired by more than one group on the same day, the accommodation is checked between each letting.
- That, as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or to result in damage to the Academy or its contents
- That, in the event of an emergency, appropriate assistance (e.g. ambulance) is summoned. In the event of a fire alarm being triggered, ensuring that all persons follow the fire instructions in clearing the building.
- Duty Site Supervisors cannot change any aspect of these Conditions of Hire.
- Duty Site Supervisors will do their best to ensure your event runs smoothly. On rare occasions things can go wrong. If they do we will do our best to put things right in a friendly and helpful manner.
- Our staff will treat you with respect and courtesy. We ask that our staff are treated the same way.

Health and Safety

Hirers who use the premises to hold classes for children must complete the Academy's Safeguarding section is contained within the hirer's form, and also provide a Child Protection Policy which the Academy will hold on file.

Any furniture which is rearranged must be returned to its original position at the end of the hire.

It is illegal to smoke (including e-cigarettes) on any part of the Academy site.

The Hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.

The Hirer is responsible for arranging first aid provision for the period of hire.

The Security Alarm System will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.

Any electrical equipment brought on to the premises must have up to date PAT tested certificates.

Furniture should not be moved into the corridors and should not block any Fire Exits.

In the event of a fire, you should follow the school/leisure centre evacuation and fire policy.

Please note the following:

If you detect a fire, do not put yourself at risk but activate the alarm by breaking the glass. A continuous bell will sound. The assembly point is the car park to the front of school.

The Trust Estates, Facilities and IT Infrastructure Lead or leisure centre manager is responsible for issuing this policy to all new hirers at the start of their contract and all existing hirers on an annual basis.

Hirer responsibilities

Each let should appoint a responsible person to be in charge in the event of any emergency. This responsible adult must ensure all members are registered and checked to be safe at the assembly point. **If any person is missing, they are responsible for advising the Duty Site Supervisor immediately.** Fire evacuation routes are displayed and must be followed. Organisers should ensure no fire exit or corridor is blocked and that they have made themselves aware of exit routes.

Vandalism/ Misuse of fire extinguishers is unacceptable; it is a criminal offence. Misuse is potentially dangerous and may threaten everyone's safety.

Application for the hire of Academy facilities

Name of Organisation/Business							
Registered Address of Organisation/Business (for invoicing purposes)							
Nature of Organisation/Business							
Contact Name (if different from above)							
Contact Address (if different from above)							
Telephone number(s) Email address							
Type of Activity							
Area(s) to be hired							
Date and times for Hire Date: Time: From.....To.....							
<i>Please note: You must include setup and take down time when indicating the hours you require.</i>							
For regular use , please tick day required.	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time							
Dates of hire:							
Charges							

Insurance documents seen, attach copy.		
Safeguarding documents seen, attach copy		
Risk Assessment seen, copy attached.		

I have read and understand the Conditions of Hire and discussed the hiring of the premises with the Academy. I agree to abide by all the conditions.

Signed (on behalf of the hirer) Date:

Print Name Date:

Signed on behalf of Shropshire Schools