

# SEAHAM HIGH SCHOOL



## Lettings Policy

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Review Date	Cycle	Reviewer	Adopted	Committee
New Policy	Annually	L Hardman	November 2025	Finance & Premises

# Lettings Policy

## 1. Introduction

Seaham High School are committed to making the best use of their premises and facilities and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim is to support the school in providing the best possible education for its students.

## 2. Aims

The aim of this policy is to allow and provide clear guidance on the hiring of the premises at Seaham High School to support community use and to enable safe and fair access its facilities. It is also to set out the circumstances under which any lettings may be refused.

## 3. Responsibilities

The Governing Body has overall responsibility for lettings and has delegated day-to-day responsibility to the Headteacher/person in charge of lettings.

## 4. Definition of a Letting

A letting may be defined as “any use of the school premises (buildings and grounds) by parties other than the school itself.” Such as a community group, voluntary organisation or commercial organisation, regardless of whether a hiring fee is charged.

School related activities including Progress Evenings, school-organised events and extra-curricular activities are excluded from this definition.

## 5. Charges

All charges will be reviewed and set at the beginning of each academic year taking into account inflation rates. As a minimum the costs will include:

- Service costs (e.g., heating, water and lighting)
- Staffing
- Administration
- Wear and tear
- Use of equipment (if applicable)

The Governing Body retains the discretion to apply discounts to any lettings hire including block booking requests. They also reserve the right to require a deposit over and above the hiring charges as a security against damage to the premises (including any equipment) or the premises being left in an unacceptable condition including additional costs for cleaning, caretaking or other expenses.

## **6. Refusal of Lettings**

An application for a letting may be refused due to the following, however this list is not exhaustive:

- Unavailability of staff
- Unavailability of facilities
- Health & Safety considerations
- Child Protection/safeguarding concerns

## **7. Cancellation**

Seaham High School reserves the right to recover any costs incurred that are unavoidable and result directly from the cancellation of a letting.

The hirer must provide as a minimum 24 hours' notice of a cancellation of a letting. Failure to give sufficient notification will result in the charge of the full session. All cancellations must be notified through the lettings email only which can be found at the bottom of this policy.

If for any reason the facilities should not be available to the hirer, Seaham High School reserves the right to cancel the hire at any time, even at short notice and a full refund will be issued.

Neither party will be expected to be charged or notified if any cancellation is caused by an Act of God i.e., fire, flood, explosion, power failure etc.

A refund will only be given to the hirer upon cancellation of the period of hire if written notice of the cancellation is received not less than 28 days prior to the period of hire.

Seaham High School reserves the right to cancel at any time due to inappropriate use of the premises, it's facilities and the non-compliance of the Terms and Conditions of Hire.

## **8. Conduct of Users**

Please refer to the Terms and Conditions attached. Please note that access will only be available to the hirer at the start and end times of each booking. All hirers must leave the area as soon as possible to enable another booking to take place. If any booking runs over the allocated time, then a cost may be charged.

## **9. Lettings Agreement**

Those wishing to hire the premises will need to fully complete a Lettings Agreement which can be found in Appendix 2 of this Policy. The hirer must also read and abide by the Terms and Conditions of Hire as set out in Appendix 3.

If the request is approved this will be signed and returned back to the hirer with all the necessary documentation. Seaham High School reserves the right to decline any application that does not uphold the values of the school or reputational damage may occur.

## **10. Safeguarding**

The school is dedicated to ensuring the safeguarding of its students at all times. It is a requirement that hirers abide by the requirements set out by the school and its terms and conditions. Any failure to follow this requirement will result in the letting being terminated. If there is any possibility of those that are hiring the premises will come into contact with children or young people, appropriate safeguarding checks and documentation will need to be in place.

Any activities that involve children or young people under the age of 18 will be required to have the relevant safeguarding and child protection policies and procedures in place and have the necessary DBS checks for all relevant staff/volunteers.

Any safeguarding concerns that occur during the hire should be reported as soon as reasonably practicable to the school. If there are any safeguarding allegations relating to an incident, where an individual or organisation is using the school premises for running activities for children, the school will follow their usual safeguarding procedures and inform the Local Authority Designated Officer (LADO).

## **11. Security**

All hirers must only use the venue/facility that has been agreed on the Lettings Agreement and treat the premises and staff of Seaham High School with respect.

The hirer must present themselves at the beginning of the letting and sign the signing in sheet to make the Lettings Assistant aware of who is on site.

## **12. Damage**

Any damage or incidents must be reported to the school immediately and followed up with an email to the lettings email.

## **13. Policies**

Seaham High School will provide to the hirer, copies of all appropriate policies which the hirer is required to comply with depending on the activity:

- Lettings Policy
- Complaints Policy
- Safeguarding/Children Protection Policy
- Health & Safety Policy
- Fire/Emergency Procedures
- Security Policy
- IT Acceptable Use Policy

The hirer must have appropriate risk assessments in place for the specific activity to be undertaken.

## **14. Insurance**

The hirer must ensure it has its own Public Liability Insurance with a minimum indemnity of £5 million. A copy of the relevant insurance certificate must be provided to the school prior to the commencement of the letting.

Seaham High School cannot accept any responsibility for loss, damage or theft of any property belonging to the hirer whilst on the premises.

Seaham High School will not be responsible for any claims, costs and liabilities arising from the use of their premises or its facilities.

## **15. Electrical items**

The hirer shall not bring on site any electrical items/equipment which does not have a valid test certificate. Any electrical items/equipment that are to be used are to be forwarded to the lettings email with copies of all test certificates for each item of electrical item/equipment prior to the hire and agreed before use.

## **16. Accidents/First Aid**

The hirer must provide all necessary first aid personnel and first aid equipment and be aware of emergency exits and how to call the emergency services. The hirer is also responsible for recording any accidents involving their participants and reporting to the school.

The hirer is solely responsible for ensuring that there is adequate First Aid cover, equipment and that trained personnel are present throughout the entire period of hire as provisions and personnel are not available by Seaham High School under the Health & Safety (First-Aid) Regulations 1981.

## **17. Fire/Emergency**

The hirer should have their own emergency action plan which should include the name and address of the school and details of which facility they are using. They should also be aware of the access point for an ambulance and the location of the Automated External Defibrillator on site.

## **18. Complaints**

If the hirer is dissatisfied with any aspect of the service it has received, they should at their earliest opportunity attempt to resolve this with the person in charge of the lettings first. Every effort will be made to resolve disputes between the parties quickly and effectively.

Having exhausted the above, all unresolved disputes should follow the school's Complaints Policy which can be found on its website.

## **19. Smoking/vapes**

Seaham High School is a no smoking site and all hirers shall be responsible for ensuring this is enforced with their participants and spectators.

## Appendices

### Appendix 1 - Letting Charges

<b>Lettings Charges – 2025/2026</b> <b>Minimum Hire Period will be 1 hour</b>		
<b>Facility *</b>	<b>Hourly Rate</b>	<b>Information</b>
3G Pitch – Full Pitch	£80	
3G Pitch – Half Pitch	£40	
3G Pitch – Quarter Pitch	£20	
Playing Field – Grass	Under Review	
MUGA (top)	£20	
MUGA (bottom)	£20	
Sports Hall	£30	
Dance Studio	£20	
Gym	Gym Membership	
Main Hall	£30	
Dining Hall	£20	
Dining Hall (new)	£30	
Meetings Rooms	£15	
Classroom (standard)	£15	
Classroom (IT)	£20	
Classroom (Food)	£20	


- Prices shown above are per hour and may be subject to VAT.
- 10% Discount for block bookings of 10 or more sessions
- Please note the charges are for hire of the venue only, this does not include the use of any equipment.

## Appendix 2 - Opening Times

Open Times	
Term-time Week days	Monday to Friday 5:00 pm – 10:00 pm
Non-Term-time Week days	Monday to Friday 8:00 am – 10:00 pm
Weekends	Saturday & Sundays 9:00 am – 8:00 pm
Closed Times	
The school will be closed during the following periods:	
<ul style="list-style-type: none"><li>• Good Friday</li><li>• Easter Sunday</li><li>• Bank Holidays</li><li>• Christmas holiday period – Closed from 20<sup>th</sup> December 2025 and reopens 5<sup>th</sup> January 2026</li></ul>	

Variation to the above facilities and times will be subject to the approval of the Governing Body. Areas of the school will be unavailable at certain times throughout the year to accommodate the requirements of the school i.e., during examination period, Progress Evenings, Open Evenings and Award Evenings etc.

## Appendix 3 - Lettings Agreement

 <b>SEAHAM HIGH SCHOOL LETTINGS AGREEMENT</b>		
Seaham High School, Station Road, Seaham, SR7 0BH Telephone No: 0191 5161600 Website: <a href="https://www.seahamhighschool.com">https://www.seahamhighschool.com</a>		
Name of Organisation/Club/Individual		
Name of Team (if applicable)		
Please tick the nature of the above	Club/Association	
	Charity/Non-Profit	
	Governing/Public Body	
	Educational Institution	
	Sole Trader	
Individual		
Main Contact Name		
Position within Organisation		
Contact Address		
Telephone No		
Email		
<b>OTHER CONTACTS</b>		
(i.e., Trainer, Coach, Chairman, Secretary) – Continue on separate sheet if necessary		
Full Name		
Position within Organisation		
Telephone No		
Email		
<b>FINANCIAL CONTACTS</b>		
(Details as to where invoices should be sent)		
Full Name		
Email Address		
Position within Organisation		

Please note invoices will be raised either at the end of a booking if a one-off event or monthly if a block booking

## PURPOSE OF HIRE

Please state the reason for the hire i.e., football training, football match, production, weight management class, gymnastics, etc. Please note Thai kick boxing is not a regulated sport and schools should not engage any lettings in the promotion of this sport on school premises as insurance will not be provided.

What is the age range of the persons attending the letting?

What is the estimated number of persons attending the letting?

Will there be any spectators?

Yes

No

Estimated numbers of any persons not involved with the letting activity i.e., spectators/audience etc

## FACILITIES REQUIRED

3G Pitch - Full

Main Hall

3G Pitch - Half

Dining Hall

3G Pitch – Quarter

Dining Hall (new)

Playing Field - Grass

Meeting Room

Sports Hall

Classroom (standard)

Dance Studio

Classroom (IT)

Gym

Classroom (Food)

## DAYS/DATES/TIMES REQUIRED

(Please check the school's website for availability)

Start Date

End Date

Will this be continuous?

Yes

No

Will this be a one off?

Yes

No

Please state the days of the week you require by ticking the boxes below:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Times

From

To

Will this letting continue through the school holidays?

Yes

No

## EXTRA FACILITIES & EQUIPMENT

Please tick any facilities or equipment that will be required

Please note that Organisations will not be allowed to bring their own electrical equipment on site unless this has the approved test certificate and has been supplied. There are no storage facilities for any equipment to be stored on site in relation to Lettings.

3G Toilet facilities	Yes		No	
3G Changing Rooms	Yes		No	
3G Floodlights	Yes		No	
Toilet Facilities in school	Yes		No	
Changing Room Facilities in school	Yes		No	
Car Parking	Yes		No	
Lighting	Yes		No	
Sound	Yes		No	
Stage	Yes		No	
IT Equipment	Yes		No	
Will any Licences be required for the letting? i.e., for live or recorded music e.g., Performing Rights, Public Entertainment, Theatre, Lotteries and amusement Licence?	Yes		No	
If Yes - please state which Licence				

## REQUIREMENTS (Evidence to be provided by the Hirer)

Does your organisation have Public Liability Insurance to a minimum of £5 million which adequately covers the proposed activities?	Yes		No	
Please state the amount of the Public Liability Insurance	£			
For those activities that involve children/young people (under the age of 18) Does your Organisation have a Child Protection/Safeguarding Policy?	Yes		No	
For those activities that involve children/young people (under the age of 18) Does the member of staff supervising the activity have the necessary DBS Certificate?	Yes		No	
Please provide information of DBS below:				
Full Name		Enhanced		Standard
DBS No:		Date of Issue:		
Do you have adequate risk assessments in place which cover the activities which will be undertaken?	Yes		No	

Please state the qualification of any Supervising Staff:				
Name:		Qualification:		
Name:		Qualification:		
Does your Organisation have the necessary First Aid cover, equipment and trained personnel in place for this letting?			Yes	No
<b>DECLARATION</b>				
<ul style="list-style-type: none"> <li>• I have read and agree to be bound by this Agreement.</li> <li>• I have read and agree to abide by the Terms and Conditions of Hire</li> <li>• I undertake to pay the appropriate charges within agreed timescales</li> </ul>				
<b>Signature of Hirer</b>		<b>Full Name of Hirer</b>		<b>Dated</b>

Please return this Lettings Agreement fully completed to: [lettings@seahamhighschool.com](mailto:lettings@seahamhighschool.com)  
If any details are missing this will be returned to be completed.

Please note lettings will not commence until all required information is received and checked.

If you arrive on site for your allocated slot at the time you should be present and any facilities are locked, please contact a member of the Lettings team.

<b>FOR OFFICE USE ONLY</b>				
Date Application Received				
Lettings Agreement approved	Yes		No	
If no – state reason				
Date Lettings Agreement approved				
Permit No				
Name of person in school approving				
Signature of person approving on behalf of Seaham High School				
Position within school				
DBS Information received	Yes		No	
Insurance information received	Yes		No	
Risk Assessments completed	Yes		No	

## Appendix 5 - Terms and Conditions of Hire



### TERMS AND CONDITIONS OF HIRE

#### PLEASE READ CAREFULLY

Use of the premises will be subject to the following conditions:-

#### 1. Bookings

1. The Lettings Agreement must be completed before any use
2. The person signing the Lettings Agreement shall be considered the hirer and must be over 18 years of age
3. The person signing the Lettings Agreement is responsible for ensuring compliance with these terms and conditions and ensure they are duly observed by all participants
4. Sub-letting of any facilities at the school is not permitted and bookings are non-transferrable without the consent of the school
5. The hirer must provide the school with a copy of their current Public Liability Insurance (PLI) certificate, with a minimum cover of £5 million
6. There will be no access to the premises before the commencement of the letting period. Hirers must allow sufficient time for preparation before the event when booking. Hirers must also have left the premises by the end of the book period and sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
7. The hirer shall indemnify the school against all and any expenses, liability, loss, claim and proceedings arising in respect of personal injury/death of any person or damage to any property arising directly or indirectly from the use of the premises and its facilities
8. Where the activity involves children or vulnerable adults, the hirer must provide the school with a copy of their Child Protection/Safeguarding Policy
9. The hirer warrants that they have carried out and maintain appropriate and current DBS checks for those engaged with children under the age of 18
10. All bookings include the time required to prepare, erect, dismantle and remove equipment
11. The hirer must only use the facilities for the intended activity on the Lettings Agreement.
12. The number of persons attending the lettings should not exceed the number advised by the school
13. The hirer is responsible for providing their own fully equipped First Aid kit and a qualified First Aider relevant to the activity
14. All children and adults attending the letting must be supervised at all times and should remain only in the venue on the letting permit. If anyone from the group is found "wandering", this could lead to the permit being withdrawn.
15. The school must approve all advertising and posters concerning the use of the premises
16. For 10 or more sessions, VAT will be exempt

#### 2. Code of Conduct

1. The premises must be left in a clean and tidy state and all equipment must be put back after use. If the premises are not cleaned to the satisfaction of the school, the hirer will be responsible for any payment necessary to have them cleaned
2. Representative of the booking must sign in before using any facilities
3. Animals are not permitted anywhere on school grounds unless prior consent from the school
4. Participants must not be under the influence of alcohol or drugs or bring drugs or alcohol onto the premises
5. Smoking is not permitted anywhere on the school site
6. No lettings are to be used to promote hate or extremist ideologies
7. Spectators should stand on the outside of the 3G Pitch and respect and abide by coach/official's rules
8. Only players, trainers, coaches and officials are to be permitted onto the 3G Pitch
9. Only items intended to be used for the activity should be within the facility of the intended activity
10. Only clean, non-marking indoor sports shoes are permitted in the Sports Hall, Dance Studio or Gym
11. No glass containers or bottles are allowed on the premises

12. Chewing gum is prohibited anywhere on the premises
13. All litter/rubbish should be disposed of responsibly or placed in the litter bins provided
14. All participants should adhere to the vehicle speed limit of 5 miles per hour on school grounds
15. Any misuse of equipment which is likely to cause damage to any equipment or facilities will lead to the booking being cancel and a charge for the damage
16. No climbing or swinging on school equipment or facilities in any way
17. No foul language or disrespect of other players, officials, spectators and school staff
18. Changing rooms must be left clean and tidy or a cleaning fee will be charged
19. The hirer must ensure that all participants arrive and leave the site at the allocated times of the booking
20. The hirer and their participants must only and vacate the premises via the specific access points agreed
21. The hirer and any participant must report any damage to school staff
22. The hirer and any participants must respect the facilities and use only for the agreed purpose
23. The hirer and any participant must respect other users of the school and local residents
24. The hirer and any participant must respect staff and adhere to any requests they may ask of you
25. The hirer and any participants should park in designated car parking spaces only
26. Any use of the school car park is entirely at the risk of the vehicle owner/driver. The school will not be held liable for any loss, damage or theft whilst park on it's site.
27. Money/valuables should be left in a safe place
28. No items are to be attached to the walls, ceiling, fences or school equipment/facilities without the approval of the school
29. The school accepts no responsibility for items lost or stolen on the premises
30. Goals must be lifted and moved using the designated wheels. They must not be dragged across any surfaces. Any damage will be charged
31. Use of stage lighting, sound equipment, or curtains is only permitted by prior arrangement
32. All chairs, tables and equipment must be returned to its original place
33. Use of IT equipment including projectors, whiteboards, computers etc., are only available by prior written agreement only.
34. The hirer must not install any software or change any settings on any IT equipment
35. The hirer or their participants must not access, download, store or view any inappropriate material. The hirer will be liable for any breach of the school's IT Acceptable Use Policy.
36. Use of specialist equipment including ovens, hobs, food equipment etc., is at the hirer's own risk and requires the hirer to have appropriate qualifications or experience as determined by the school.

### 3. Footwear – 3G Pitch

1. Only clean moulded studs or plastic/nylon screw-in studs are permitted on the 3G Pitch
2. Metal screw-in studs, screw-in studs with a metal tip and a plastic base, Astro boots (hockey boots with tiny dimples) bladed boots (rigid boots), flat sole trainers/shoes, high heels or bare feet are strictly prohibited on the 3G Pitch
3. Please make sure, for safety reasons, that boots of all players are checked before every game or training, both for sharpness and cleanliness



#### 4. Fire & Emergency Procedures

1. The hirer will follow the fire and emergency procedures of the school
2. The hirer must read, understand and agree to follow the school's fire and emergency evacuation procedures provided to them
3. The hirer must appoint a responsible person to oversee all aspects of fire safety during the hire period.
4. The hirer must ensure that all fire exits and escape routes remain unlocked, clear and unobstructed both internally and externally at all times. They must also ensure that vehicular access for emergency services is not blocked
5. The hirer is responsible for explaining the emergency evacuation procedures and the location of the assembly point to all attendees/guests at the start of their event
6. No-one is permitted to re-enter the building after evacuation until the all-clear is given by the Fire Service or designated school official.
7. The hirer must know the location of fire alarm call points and how to activate the alarm.

#### 5. Weather

1. The school reserves the right to cancel or restrict the use of any letting at short notice due to inclement weather, waterlogging, frost, snow or any condition deemed by the school as a risk to the surfaces or safety of the hirer and their participants
2. During all periods of adverse weather (including rain, snow, ice or high winds), all participants and spectators must exercise extreme caution when using outdoor access routes and facilities. This duty of care explicitly includes, but is not limited to:
  - Wearing appropriate footwear that provides adequate grip and protection
  - Strictly observing and complying with all temporary and permanent safety signage.

#### 6. Cancellation

1. All cancellations should be notified in writing by the hirer giving a minimum of 7 days' notice.
2. Failure to notify the school of any cancellation will result in full cost being charged
3. The Governing Body reserve the right to cancel any permission granted to use the premises if it should appear that the premises or any part of them will be required for public or official use whether by the Governors or by any Body or person having a statutory right of user for any other reason. No compensation will be payable by the Governors to the application by reason of such cancellation but fees which have been paid will be refunded or an alternative date given.
4. The school reserve the right to cancel any lettings to carry out essential maintenance or repairs – this may be at short notice
5. The school reserve the right to cancel any lettings due to staffing issues – this may be at short notice
6. The school reserves the right to cancel any lettings due to non-payment
7. The school reserves the right to terminate any Lettings Agreement immediately if the hirer breaches any of these Terms and Conditions

#### 7. Damage

1. In event of any damage to buildings or furniture owned by, or held in trust by, the school arising from your use, therefore, other than damage by fire which is covered by the school's own insurance arrangements, you will be required to pay the school, in addition to the specified letting charges such sum as, in the opinion of the Governing Body, will cover the cost of such damage
2. The hirer is responsible for all damage or loss to the hired facilities, equipment or school property caused by their attendees

#### 8. Payments

1. On the receipt of an invoice, payment should be made within 28 days.
2. The person named on the booking should ensure that full payment is made.

***IT IS THE RESPONSIBILITY OF THE PERSON NAMED ON THE LETTINGS AGREEMENT THAT THE ABOVE TERMS AND CONDITIONS ARE ADHERED TO BY ALL PARTICIPANTS. IF THEY ARE NOT, THEN ALL PARTICIPANTS WILL BE REFUSED ENTRY OR ASKED TO LEAVE THE FACILITY AND THE BOOKING MAY BE CANCELLED***

## **Appendix 6 - Lettings Agreement Approval**

Upon submission of the fully completed Lettings Agreement, the document will have all final checks carried out. We aim to complete the review and provide a final decision within 2 – 3 business days on receipt of application.

If the application is successful a confirmation will be sent to the hirer enclosing a copy of the signed Lettings Agreement. The hirer must retain a copy of this for their own use.

Example of confirmation:

### **Re: Lettings Agreement**

Please find enclosed a copy of the signed Lettings Agreement which has been approved. This grants you (the hirer) the right to use the premises/facilities at Seaham High School:

- During the designated time only
- Within the designated area only
- For the permitted purpose only
- On the dates, days and times agreed
- In accordance with the Terms and Conditions of Hire

Lettings will be invoiced on a monthly basis unless this is a one off which will then be invoiced shortly after the booking. All payments must be made within 28 days of the date of the invoice.

If you have any queries, please don't hesitate to contact: [lettings@seahamhighschool.com](mailto:lettings@seahamhighschool.com)

Kind regards  
Lettings Department  
Seaham High School