Title	**WPAT Lettings Policy**
Year	2026/27 & 2027/28
Staff Link	CFO
Governor Link	Chair of Trustees
Date approved by RA&F on behalf of Full Trust Board	July 2026
Adopted	1st September 2026
Review Date	July 2028

Contents

1 Aims and Scope 3
2 Rates 3
3 Terms & Conditions of Hire 3
4 Safeguarding 3
5 Monitoring 3

APPENDIX I - RATES 4
1 Wootton Park School Capacity and charging Rates 4
2 Overstone Gate School Capacity and charging Rates 4
3 Discounts 5
4 Cleaning and maintenance Fees 5

APPENDIX II – TERMS & CONDITIONS OF HIRE 6
1 Terms 6
2 Applications to Hire Facilities 6
3 Hire Period 6
4 Fees 6
5 Payment of Fees 7
6 Safeguarding and Child Protection 7
7 Health and Safety Conditions 7
8 Insurance, Liability and Indemnity 8
9 Damage to Property 8
10 Cancellation of letting sessions 9
11 Security Access and Car Parking 9
12 Nuisance 9
13 Assignment and Sub-hiring 10
14 Change of Contact Person 10
15 Use 10
16 Prohibitions 10
17 Exclusion of Tenancy 11
18 GDPR and Data Protection 11
19 Cancellation 11
20 Complaints 11
21 Agreement 12

APPENDIX III – SAFEGUARDING DECLARATION 13
1 Completion of this Declaration 13
2 DfE Guidance for Out of School Settings 13
3 Child Protection Policy 13
4 Safer recruitment checks and DBS Certification 13
5 Safeguarding Procedures 13
6 Reporting Safeguarding concerns 14
7 Safeguarding Declaration 14

APPENDIX IV – HIRE REQUEST FORM 15

1 Aims and Scope

1.1 A letting may be defined as: 'any use of the premises by either a community group or a commercial organisation, regardless of whether a hiring fee is charged'. It must not interfere with the primary activity of the schools, which is to provide a high standard of education for all its learners.

1.2 We aim to:

1.2.1 Make sure the Trust's premises and facilities can be used, where appropriate, to support community or commercial organisations

1.2.2 Allow the hiring of the premises without using the Trust's budget to subsidise this

1.2.3 Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the schools within the Trust.

1.2.4 Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its learners.

1.2.5 Hire out facilities in a way that is safe, following government guidelines and the Trust's risk assessment(s)

2 Rates

2.1 The current areas available for hire, capacity and rates are set out in Appendix I. These rates are reviewed annually by the Risk, Audit and Finance Committee.

2.2 Discounts may be offered to hirers who are booking multiple sessions, or are booking significant parts of the school premises

3 Terms & Conditions of Hire

3.1 Before hiring, hirers will sign the Terms & Conditions set out in Appendix II

4 Safeguarding

4.1 Before hiring, hirers will sign the safeguarding declaration in Appendix III and provide all necessary documentation

5 Monitoring

5.1 The Trust will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable. Any updates to this policy will be shared with the Risk, Audit & Finance Committee

APPENDIX I - RATES

1 Wootton Park School Capacity and charging Rates

Area	Size & Description	Cost per hour
Sports hall	33m by 18m Our sports hall has markings for badminton, basketball, handball, netball and volleyball. The hall is also equipped with cricket nets and handball goals	£45
Dance Studio	12m by 10m Our dance studio has mirrored walls, spring board floor and interactive whiteboard	£35
Main Hall	8.5m by 13m The Main Hall is equipped with a large projector and electrical seating which can be in place for events. The hall can hold 270 people.	£50
Drama Studio	10m by 9m The Drama Studio has rigged lighting, sound system and hung stage curtains.	£35
Classrooms	7.5m by 7m Our classrooms have an interactive whiteboard with sound, and a whiteboard for notation. There is seating and tables for 34 people.	£25
Playing Fields	11 a side football- 77m by 139m – No external lighting, not suitable during the winter months unless a daytime booking	£40
M.U.G.A.	63m by 36m The outside area can be used for Netball, Basketball Football etc. – No external lighting, not suitable during the winter months unless a daytime booking	£30

2 Overstone Gate School Capacity and charging Rates

2.1 Areas and charging rates for Overstone Gate will be updated once the school site opens

3 Discounts

3.1 Discounts may be offered to hirers who are booking multiple sessions, or are booking significant parts of the school premises

4 Cleaning and maintenance Fees

4.1 Additional cleaning / maintenance fees may be imposed on top of hiring rates where appropriate

APPENDIX II – TERMS & CONDITIONS OF HIRE

1 Terms

1.1 'Hirer' refers to the group/person identified as the Name of Hirer on the booking form

1.2 'The Trust' refers to Wootton Park Academy Trust, Wootton Park School, Northampton, NN

1.3 'The School' refers to schools that are part of Wootton Park Academy Trust ie Wootton Park School or Overstone Gate Primary School

1.4 'Hire Period' refers only to those days, dates and times requested on the booking form and confirmed. This includes any set-up and clear-down time agreed upon

2 Applications to Hire Facilities

2.1 The Hirer must apply for the use of the school by completing the booking form and agreeing to these Terms & Conditions. The Hirer must be over 18 years of age

2.2 Once an enquiry has been received, the CFO or Site Manager will make contact to offer a viewing and discuss arrangements. Availability of spaces will be confirmed.

2.3 The hirer will need to provide proof or public liability insurance (if applicable), relevant safeguarding documents and relevant Health & Safety documents

2.4 The booking will be confirmed by the Trust by email. An invoice will be emailed directly to the hirer. For on-going bookings, a monthly invoice will be emailed directly to the hirer. Bookings are not finalised until the relevant invoices are paid in full.

2.5 We 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.

3 Hire Period

3.1 The Hired Premises will be available for occupation during the Period for Hire as confirmed by the Trust. Hirers are responsible for ensuing that enough time is included in the Period of Hire to set up and clear up before and after use of the Hired Premises.

3.2 The Trust reserves the right to charge at current published rates for occupancy or use of the Hired Premises or any part thereof for any overrun of the booked times without prior agreement. Any additional time used will be invoiced separately.

4 Fees

4.1 The Hirer agrees to pay to the Trust the fee stated on the invoice.

4.2 The Fee may be varied by the Trust at annual intervals from the date of the Agreement. The trust will give 28 days notice in writing via email to the address provided by the Hirer of a variation to the Fee. If the Hirer does not wish to accept the Fee variation then it may give 28 days notice via email (before the Trust notice runs out) to end the Agreement and in the intervening period the then current Fee will continue to apply.

4.3 The fees in the Lettings Fee Schedule exclude VAT. VAT will be charged in all cases except the following

- Lettings of bare rooms such as standard classrooms with no additional equipment
- Lettings of sports facilities that meet the requirements of VAT Notice 701/45

4.4 A deposit may be required, at the discretion of the Trust, to be paid at time of booking. This will be refunded at the Trust's discretion after a check of the facilities after the event. Any breakages, damages or unreasonable mess will be deducted from the deposit The Hirer will be notified by email of any deductions and the reasons for them

5 Payment of Fees

5.1 In the case of regular bookings, a monthly invoice will be issued by the 5th of the month to cover all bookings in the following month. The hirer is required to pay the invoice in full within 15 days of the invoice date. For example, an invoice will be raised by 5th May for all bookings in June, and the hirer must pay the invoice by the 20th May.

5.2 In the event of a short notice booking, payment must be made 5 days prior to the event start date.

5.3 Payment should be made by BACS quoting the invoice number. The Trust does not accept credit card, cash or cheque payments.

5.4 The booking is not confirmed until the invoice has been paid in full. The Trust reserves the right to refuse the hirer subsequent admission to the premises if any invoice remains unpaid after the invoice due date. Interest may be chargeable in the event of late payment at the rate of 2% per month compound calculated on a daily basis. The Trust may share the hirers with debt collecting agencies if appropriate action needs to be taken. The hirer will be made aware of this prior to it happening.

6 Safeguarding and Child Protection

6.1 The Trust is dedicated to ensuring the safeguarding of its learners and other children at all times It is a requirement of hire that hirers abide by the Trust' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

6.2 All Hirers must confirm that they have read, understood and follow the Safeguarding Declaration in Appendix III

7 Health and Safety Conditions

7.1 The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.

7.2 The Hirer is responsible for ensuring adequate first aid arrangements are in place for their attendees

7.3 The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached

7.4 The school will share details of Fire Alarm sounds, fire evacuation routes, fire fighting equipment locations and muster locations. The Hirer is responsible for having an emergency evacuation procedure in place and ensuring all attendees are familiar with it.

7.5 Facilities and equipment (if made available) are used in a responsible manner, an orderly way and for the purposes for which they are hired and do not compromise the safety of the Hirer and/or their Clients, the School or the equipment

7.6 This includes ensuring that:

- Emergency exits, fire extinguishers, alarm points are not obstructed.
- All seats are to be arranged with sufficient gangways to afford proper means of exit and the Hirer shall keep such gangways and all passages and exits free from obstruction.
- No gas cylinders or canisters are used inside the Premises or on School grounds
- Combustible materials are not placed adjacent to heat sources
- Equipment is used for the purpose for which it was designed.
- Electrical equipment is PAT tested and complies with the British standards then applicable
- Flammable or hazardous substances are not to be used including open fires and candles
- Noise levels must be contained to a reasonable level at all times.

8 Insurance, Liability and Indemnity .

8.1 The Trust holds public liability insurance to the value of £5 million. The Trust holds Hirers Liability insurance that will provide indemnity to a person or group of individuals or an organisation who would not be expected to have their own public liability insurance. Our Hirers liability insurance does not provide cover for liabilities of large groups or organisations who are hiring the premises such as a football/swimming club who should provide evidence of such insurances to the school. We would not expect groups of friends getting together to play a sport or families hiring the hall for functions to have their own Public Liability insurance.

8.2 Where the hirer is a large group or organisation, the hirer confirms that insurance cover in respect of both the hirer's liability to the public and their liability to the Trust under the terms of this hire has been arranged with a limit of indemnity of at least £5,000,000 . A copy of the certificate of insurance must be submitted to the Trust before the hire takes place. In the case of ongoing hires, if a certificate of insurance expires, the hirer must submit a new certificate of insurance to the Trust.

8.3 Where the hirer is a a person or group of individuals or an organisation who would not be expected to have their own public liability insurance the hirer agrees to pay the additional fee (included in a total charge) for public liability insurance arranged by the school, who undertake to effect policies of insurance providing the hirer with indemnity for all sums up to a maximum of £5,000,000 which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illness to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of the premises. There is an excess payable by the hirer for each claim. Martial arts, firework displays, racing or fairground rides are not covered. The Trust strongly recommends the Hirer takes out their own insurance to cover any activities which are physically demanding or at a higher risk of possible injury.

9 Damage to Property

9.1 It shall be the responsibility of the hirer to satisfy themselves that the premises, furniture, fixtures and fittings are fit for his purpose. Any existing damage or maintenance should be reported to the on-site site assistants on arrival

9.2 The Hirer shall take good care of, and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part or parts thereof to any fittings, equipment or other property therein.

9.2.1 No screws or nails shall be driven into the premises or furniture and no placards shall be affixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting or standing on the windowsills, or standing on chairs, tables or any equipment.

9.2.2 The Hirer shall not alter or interfere with the fittings or fix any nail, screw, hook or other fastening into the floors, ceilings, walls, or any part of the building or make other alterations or additions to the Premises.

9.3 Any damage caused during the letting should be reported to the site team immediately or emailed to the school

9.4 The Hirer undertakes either to make good or to reimburse the Trust for the cost of making good (as the Trust directs) any damage to the property of the School caused by the Hirer, their staff, visitors or clients and the Hirer indemnifies the Trust for all damage and loss suffered by the Trust as a result of the hiring.

9.5 No School equipment is used unless expressly permitted by the School in writing

10 Cancellation of letting sessions

10.1 The Trust may give at least 1 months notice verbal or written notice that the Premises will be used for a school event and are therefore unavailable for lettings

10.2 In the following emergency situations
- - where the School is closed for any reason;
- - where the Premises are, in the Trust opinion unsafe to be used by the Hirer;
- - where there are emergency circumstances which require the use by the School of the Premises.

the Trust will give notice as soon as reasonably possible that the premises are temporarily unavailable.

10.3 A full refund will be issued if a hire is cancelled and another suitable hire space is not available The Trust shall 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 cancellation of any hire

10.4 The Hirer will give at least 1 months notice of cancellation of a lettings session. If less notice than this is given, the hirer will not be entitled to a refund.

11 Security Access and Car Parking

11.1 The Trust agrees to make arrangements for the Premises to be opened and locked after each Hire Period. The school car park may be used by the Hirer. The hirer is responsible for ensuring that their attendees park in a considerate manner and in designated areas

11.2 If the Hirer expects a very high number of vehicles on-site, this should be discussed in advance with the Trust. The Trust will determine the maximum number of spaces available to the Hirer and the assigned parking area, considering spaces available, access arrangements and other Hirers on-site, and the Hirer will be responsible for ensuring numbers of vehicles do not exceed this. The Hirer may be asked to provide traffic marshalls.

11.3 If there are issues with parking such as inconsiderate parking, excessive number of vehicles or parking in incorrect areas, the Trust will initially discuss with the Hirer and the Hirer will be responsible for additional communication to their attendees, providing traffic marshalls or other actions to resolve the situation. The school reserves the right to refuse future bookings if ongoing parking issues are not resolved.

11.4 The Trust accepts no responsibility for any loss or damage arising to or from vehicles parked in any of the Trusts Car Parks.

12 Nuisance

12.1 The Hirer must not (and must ensure that any person entering the Premises during the Hire Period does not) cause any nuisance or disturbance to the School or neighbours including excessive noise

13 Assignment and Sub-hiring

13.1 This Agreement is personal to the Hirer and the Hirer must not assign or sub-hire the whole or any part of the Premises or allow any third party to occupy them.

14 Change of Contact Person

14.1 The Hirer agrees to notify the School in advance if the contact person is to change and to provide the name of the new contact person. The new contact person will be required to countersign the current Agreement to demonstrate they agree to these Terms and Conditions.

15 Use

15.1 The Hirer will only use the Premises for the use stated in the Hire Agreement. The use of the premises shall not be granted for any purposes that may appear questionable or undesirable, affect the reputation of the school, is not in line with the school values or which may interfere in any way with the operational activities of the Trust/school.

15.2 Members of the Hirer's party are not allowed access to areas of the School other than those agreed when booking. Unauthorised access to other parts of the School may lead to immediate termination of the booking

15.3 The hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises.

15.4 The Trust's duly authorised staff may enter any area of the Hired Premises during the period of hire for inspection or any other reasonable purpose related to the School's operation.

15.5 If the Hirer moves items such as tables and chairs they should be returned to their original positions at the end of the session, unless otherwise agreed in advance.

15.6 If the premises are suitable and to be used for a dance, concert or stage performance, the hirer must obtain any necessary licence(s). Leisure and Entertainment Licence: obtainable from the appropriate District Council

15.7 If the hirer is arranging for a bouncy castle to be used on-site, the hirer is responsible for ensuring that the bouncy castle provider is a member of the Professional Inflatable Play Association (PIPA) scheme and the bouncy castle provider has an up to date inspection certificate

15.8 If the hirer utilises a third-party theatre backdrop service, the hirer is responsible for ensure the relevant certifications are in place

15.9 If the hirer prepares food on-site, they must have a person supervising the food preparation who has a food hygiene certificate

16 Prohibitions

16.1 No illegal, indecent or immoral activity is permitted and no betting, gambling or gaming is permitted on the Premises. No person to sleep on the premises or reside overnight.

16.2 Alcohol may not normally be consumed on the Trusts premises, but this restriction may be waived in special circumstances with the agreement of the CFO.

16.3 Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for the compliance with the licensing laws. Liquor Licence: obtainable from the clerk to the local Magistrates' Court

16.4 Smoking and vaping on the schools premises and grounds is prohibited; notices shall be displayed (by the hirer) at all meetings and activities open to the public specifically forbidding smoking on the premises. No advertisements or publicity material promoting smoking or vaping shall be displayed on the schools premises. Non-observance of this restriction may lead to termination of the hiring without further notice. Any sums paid by the hirer shall be forfeited in such case

16.5 No animals, except for service animals and emotional support animals, are permitted on these premises. Owners of service animals and emotional support animals are responsible for keeping their animals under their immediate control at all times and cleaning up any messes their animals may make immediately.

16.6 You must not use the schools/trusts name or logos in any promotional material without the Trust's prior written permission.

16.7 No part of the premises may be used for auction sale, trade, business or manufacture of goods.

16.8 The hirer shall undertake not to infringe any copyright and shall undertake to indemnify the school against all proceedings, actions, claims and demands which may be taken or made against the school for any alleged infringement of any copyright.

16.9 No school equipment apart from standard furniture is used without written permission from the Trust.

16.10 Furniture, instruments or equipment belonging to the Hirer may not be left or stored on the premises unless specific agreement is made with the Trust. The School takes no responsibility for items left on the premises.

17 Exclusion of Tenancy

17.1 The Licence granted under this Agreement is not intended to create the relationship of landlord and tenant and the Hirer shall not be entitled to a tenancy, or to an assured shorthold or assured tenancy, or to any statutory protection under the Housing Act 1988 or to any other statutory security of tenure now or when this agreement ends.

18 GDPR and Data Protection

18.1 The Hirer agrees to the Trust to store contact details and booking information.

19 Cancellation

19.1 This agreement can be terminated by either party on one month's notice in writing to the other, or immediately by the Trust on written notice to the hirer by reason of any breach of this agreement without reimbursement of payments.

20 Complaints

20.1 Any complaints with regard to the management and control of the premises must be made in writing to the CFO on the following email cfo@woottonparktrust.org.uk

21 Agreement

21.1 By signing the booking form, the hirer acknowledges that they have read, understood and agree to these Terms & Conditions

APPENDIX III – SAFEGUARDING DECLARATION

1 Completion of this Declaration

1.1 All hirers must complete this declaration

1.2 If hirers

- Are not on-site at the same time as learners in the school
- And, any under-18s and vulnerable adults on-site as part of the hirers activity are under the direct supervision of their parents / carers

Then the hirer will declare this and no further safeguarding information is required

1.3 In all other circumstances all the safeguarding requirements below are required. Failure to meet any of the requirements below will result in termination of the agreement.

2 DfE Guidance for Out of School Settings

2.1 Hirers are expected to follow After-school clubs, community activities, and tuition - Safeguarding guidance for providers February 2026

2.2 The Trust may request documentation to proof that the hirer is following all the requirements in 2.1

3 Child Protection Policy

3.1 The hirer is required to have a Safeguarding and Child Protection Policy in place and provide a copy on request to the Trust

4 Safer recruitment checks and DBS Certification

4.1 The hirer is required to complete DBS and safer recruitment checks, including enhanced DBS checks on all those likely to have unsupervised contact with children and young people, or adults with care and support needs. Where appropriate this is to include a check against the adults barred list or the childrens barred list

4.2 The hirer is required to monitor the level and validity of the checks under 4.1 for each individual engaged in connection with the hirer

4.3 The hirer agrees to provide proof of certification on request.

5 Safeguarding Procedures

5.1 The hirer undertakes to ensure that all staff or volunteers providing a service on behalf of the hirer will be made aware of the latest DfE Guidance Keeping Children Safe in Education

5.2 The hirer confirms that all staff or volunteers have received and will continue to receive appropriate safeguarding training

5.3 The hirer confirms that all staff or volunteers will be aware of the DfE Guidance What to do if you're worried a child is being abused

6 Reporting Safeguarding concerns

6.1 The hirer confirms that any allegations about inappropriate behaviour from any adult, employed or volunteering for the hirer is referred to

- The Designated Office for the Local Authority (LADO) where the alleged victim is under 18 years of age

- The Social and Healthcare Team and raised as a safeguarding alert where the alleged victim is an adult with care and support needs

6.2 The hirer confirms that, should any safeguarding concerns or present themselves during the hire of the Trust premises, they shall contact the schools Designated Safeguarding Lead, Jane Page using the following e-mail address: j.page@woottonparkschool.org.uk as soon as reasonably practicable

6.3 The hirer understands that if our Trust receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

7 Safeguarding Declaration

I declare that - the lettings time are such that no people relating to the lettings will be on-site at the same time as learners in the school **And**, any under-18s and vulnerable adults on-site as part of the hirers activity are under the direct supervision of their parents / carers	Yes / No
OR I declare that I have read, and understand the Safeguarding Requirements above, and the Hiring organisation will follow the Safeguarding Requirements above	Yes / No

Name of Organisation	
Name of Person Signing	
Position in Organisation	
Signature of Person Signing	
Date of Signature	

APPENDIX IV – HIRE REQUEST FORM

Name of applicant/organisation	
Company Number or Charity Number (where applicable)	
Applicant Address	
Applicant Contact Phone number	
Applicant Contact Email address	
Purpose/activity of organisation	
Activity which will be taking place on Trust premises	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible)	
Do you hold Third Party Insurance for the above hire? See Section 14 of Terms & Conditions of Letting.	

Agreement	
The applicant confirms that they have received, read and understood the Lettings Terms & Conditions within the Lettings Policy	Yes / No / N/A
The applicant confirms that the following documents have been returned to lettings@woottonparkschool.org.uk - Signed Safeguarding Declaration Form - Copy of Organisations Safeguarding / Child Protection Policy if applicable - Copy of Organisations Third Party Liability Insurance Certificate if applicable	 Yes / No Yes / No / N/A Yes / No / N/A

Name of Organisation	
Name of Person Signing	
Position in Organisation	
Signature of Person Signing	
Date of Signature	