



LOCATION: SCHOOL HANDBOOK, SECTION I, DOCUMENT 22

## **HIRING AND LETTINGS POLICY**

**Date policy first adopted:** June 1997

**Date reviewed:** July 2025

**Reviewed By:** Vicky Aspin

**Date ratified by Governing Body:** January 2026

**Date of next review:** July 2026

### **LETTINGS**

Abbey Court School hires out premises to third parties (community, voluntary, public and private organisations) in strict accordance with the Lettings Procedures and Guidance issued by Kent County Council (and still utilised within Medway Council).

The school buildings may be hired out to private users, subject to the availability of the Site Manager/Caretaker. Because of the difficulties of security within the building and the large amount of expensive equipment in classrooms, the Governors have directed that the Site Manager or Caretaker should be on-site at all times during the letting.

A nominal fee shall be charged at the rate of £200 for the hire of all areas, including the hydrotherapy pool. Longer-term hiring arrangements may be negotiated at an hourly rate of £75-£82.50 per hour, depending on the day of the week (Prices as at 2025/26). Additional costs include: staff salaries (for non-contractual hours), administration fees and utility charges (after the first 4 hours of hire). The fees will be revised on an annual basis. Booking forms must be completed for all periods of hire.

The school hydrotherapy pool will only be hired if evidence is given of insurance cover and necessary personnel being present, holding appropriate life-saving qualifications, etc. This is in line with Abbey Court Schools Swimming Pool Operation and Control policy, which can be accessed from the school website, or is available on request to the school.

In all circumstances, the hirer must accept that the school always has priority over the use of the facilities and that the school may cancel a particular booking for this reason, or other reason outside of the school's control, without incurring any penalty or charge whatsoever.

Where the school agrees to 'free' use of its facilities and the third party requires cover by the Local Authority's insurance policy, it is essential that the third party completes a booking form and specifies a nominal sum (say £1). This will be needed to substantiate any insurance claim that may subsequently be made.

#### **School Minibus**

The Governors have agreed that, at this current time, the hiring of the minibuses is inappropriate.