



Mayfield School

Lettings Policy

Believe. Achieve. Succeed.

Ambition. Inclusion. Respect

Our School Vision

Our vision is to create a family ethos that raises aspirations and makes a real difference to the life chances of our young people

Our mission

All stakeholders, together, will create an environment of respect and inclusion where all young people are valued, supported, inspired and future ready.

Approved by: Academy Committee	Date: June 2026
Review frequency: Biannually	Statutory requirement: No
Last reviewed: June 2026	Next review due: June 2028

Mayfield School Lettings Policy

1. Purpose and Principles

Mayfield School welcomes the responsible use of its facilities by community groups, organisations and individuals where such use supports the wider community and is compatible with the school's values of **Ambition, Inclusion and Respect**.

The education and wellbeing of pupils remain the school's primary purpose. Accordingly, School activities, educational requirements and operational needs will always take precedence over external lettings. The school reserves the right to refuse, amend or cancel any booking where this becomes necessary.

All lettings operate within the framework of the Salterns Academy Trust Equal Opportunities Policy. The school will not permit use of its premises by any organisation whose activities are unlawful, discriminatory, extremist, or contrary to good community relations.

In considering applications, the school may take into account:

- The nature and purpose of the proposed activity.
- The suitability of the premises for that activity.
- Any potential safeguarding concerns.
- The likelihood of nuisance, disturbance or damage.
- The potential reputational impact on the School or Trust.
- Previous conduct of the organisation or hirer.

The school reserves the right to request references from a Local Authority, governing body or other reputable organisation before approving a booking.

2. Approval and Booking Process

Applications to hire School facilities must be submitted through the school's approved booking system.

As part of the application process, the school may require:

- Evidence of Public Liability Insurance.
- A suitable risk assessment.
- Details of safeguarding arrangements.
- Evidence of DBS checks where applicable.
- Details of a qualified first aider.
- Copies of relevant licences, permits or permissions.

Approval of any application remains at the school's absolute discretion and no booking shall be deemed confirmed until written confirmation has been issued and all required documentation has been received.

The individual completing the booking form shall be deemed the Hirer and shall be personally responsible for ensuring compliance with this policy and all associated conditions of hire.

3. Safeguarding and Child Protection

The school is committed to safeguarding and promoting the welfare of children and expects all hirers to share this commitment.

Where children or young people are involved in activities on School premises, the Hirer must:

- Comply with all relevant safeguarding legislation and statutory guidance, including **Keeping Children Safe in Education (KCSIE)** and **Working Together to Safeguard Children**.
- Have appropriate safeguarding and child protection policies and procedures in place.
- Ensure suitable recruitment, vetting and supervision arrangements are maintained.
- Ensure enhanced DBS checks are obtained where required by law.
- Maintain appropriate procedures for reporting safeguarding concerns and allegations.
- Provide safeguarding documentation to the school at the time of booking.

Children attending the school site must remain under appropriate supervision at all times. Responsibility for supervision rests entirely with the Hirer or the child's parent/carer, as appropriate.

Any safeguarding concern arising during the hire period must be reported immediately to the Site Manager or other member of School staff.

Failure to comply with safeguarding requirements may result in immediate termination of the hire and refusal of future bookings.

4. Health and Safety

The Hirer is responsible for ensuring that all activities are conducted safely and in accordance with relevant legislation and School procedures.

The Hirer shall:

- Conduct suitable risk assessments where appropriate.
- Ensure appropriate supervision ratios are maintained.
- Provide adequate first aid arrangements.
- Comply with all fire evacuation procedures.
- Ensure all electrical equipment brought onto site is safe and, where required, holds a current PAT certificate.
- Report accidents, injuries, hazards, damage or incidents promptly to the school.

No alterations may be made to electrical installations, fixtures or fittings without prior written approval from the school.

The school reserves the right to refuse or terminate a hire where it is not satisfied that adequate health and safety arrangements are in place.

5. Conditions of Use

The Hirer is responsible for the conduct of all participants, guests, staff, volunteers and spectators attending the event.

The Hirer shall:

- Use only those areas authorised within the booking agreement.
- Leave all facilities clean, secure and in the condition in which they were found.
- Report any damage immediately.
- Ensure School furniture and equipment are used appropriately and returned to their original location.
- Ensure participants leave the site safely and considerately.

The following are prohibited unless expressly authorised by the school:

- Consumption or sale of alcohol.
- Smoking or vaping.
- Display of advertising materials.
- Erection of staging, scenery or temporary structures.
- Alteration of floor surfaces.
- Removal of School equipment from site.

The school reserves unrestricted access to all areas of the premises at all times

6. Insurance, Liability and Copyright

The Hirer must maintain Public Liability Insurance with a minimum indemnity limit of £5 million and provide evidence of insurance prior to confirmation of the booking.

All property brought onto School premises remains entirely at the owner's risk. The school accepts no responsibility for loss, theft or damage to personal property.

The Hirer shall indemnify the School and Salterns Academy Trust against any claims, losses, liabilities, costs or damages arising from the Hirer's occupation or use of the premises.

The Hirer is responsible for obtaining all licences, permissions and consents required for their activity, including:

- Entertainment licences.
- Music licences.
- Copyright permissions.
- Performance rights licences.
- Any other statutory approvals.

Any breach of copyright, intellectual property rights or licensing requirements shall be the sole responsibility of the Hirer.

7. Data Protection and Confidentiality

The Hirer shall comply with all applicable data protection legislation, including the UK GDPR and Data Protection Act 2018.

The Hirer must:

- Respect the confidentiality of information relating to pupils, families, staff and the school.
- Not access, use, photograph, copy or remove personal information or records.
- Report any actual or suspected data breach immediately.

Where classrooms or other teaching spaces are made available for hire, the school will take reasonable steps to remove, secure or protect personal data and confidential information. Hirers must immediately report the discovery of any personal information and must not record, retain or disclose such information.

8. Cancellation, Withdrawal and Refunds

The school reserves the right to refuse, suspend or terminate any booking:

- Where School facilities are required for educational or operational purposes.
- Where health and safety concerns arise.
- Where safeguarding requirements are not met.
- Where damage has previously occurred.
- Where the Hirer breaches this policy.
- Where the School considers continued use may adversely affect its reputation, safety or operation.
- Where circumstances beyond the school's control render the premises unavailable.

Where the School cancels a booking, any fees paid shall normally be refunded in full unless the cancellation arises from a breach of these terms by the Hirer.

The school shall not be liable for any indirect or consequential losses arising from cancellation of a booking.

Hirer cancellations made more than 24 hours before the booking will receive a full refund. Hirer cancellations made within 24 hours of the booking, or non-attendance without notice, will be charged in full.

The school's decision regarding cancellation or refusal of hire shall be final.

9. Fire Evacuation Procedure

The Hirer is responsible for familiarising themselves with emergency procedures and ensuring all participants are aware of emergency arrangements.

Community lettings generally take place after 4.30pm on weekdays and at weekends. In the event of an evacuation, all participants must leave the premises via the nearest safe exit and proceed to the designated assembly point identified by School staff.

The Hirer must maintain an accurate register of attendees where appropriate and account for participants during any evacuation.

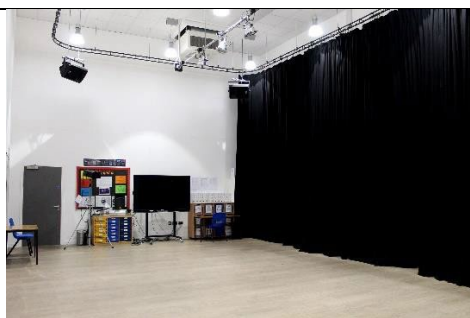
10. Facilities Available for Hire

Subject to availability, the school may make the following facilities available:

- Classrooms
- Dance Studio
- Drama Studio
- Main Hall
- Sports Hall
- Spinning Room
- Other approved facilities as determined by the school.

The school reserves the right to restrict access to specific areas and may withdraw facilities from the lettings programme at any time.

	Our classrooms are available for smaller events
	Our Dance Studio can be used for performing arts due to the mirrors on the wall, or fitness activities such as yoga, Pilates, HiT training etc. Included in the room are whiteboards and the facilities to play music. The room can also have chairs put in if required. The venue is available for one-off or block bookings.



Our Drama Studio is a large indoor space suitable for small to medium-sized performances.

Equipped with lighting, curtains to create a 'backstage' area and sound equipment, the space is highly versatile to create the mood and setting you require. There is also the option to project onto the wall so that it is possible to have a presentation or briefing.

There is also the option to use mobile display boards to create a gallery space.

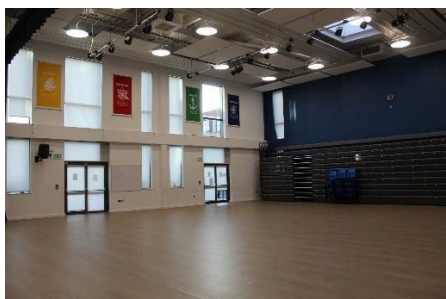
The Drama Studio can be used for performances, rehearsals, workshops, a meeting venue or gallery.

The venue is available for one-off or block bookings.



Our Main Hall is a large indoor venue.

We have Bleacher seating for up to 240 people, for production audiences and meetings.



Our Spinning Room is a dedicated, indoor venue suitable for spin classes of up to 25 people.

The room has air conditioning and is equipped with music playing facilities to get everyone pumping!

Cold water is available from the school at a dedicated fountain. Male and female changing facilities are available.



Our Sports Hall is a large, indoor venue suitable for most training and team games.

Equipped with two indoor goals, three half-size and one full-size basketball court and the versatility to be used for a variety of training and other team games. There are two dry-wipe whiteboards to keep track of scores or include training tips and advice.

Male and female changing rooms have access to the space and these include showers. There are water fountains available directly opposite.

The venue can also be set up to include seating, allowing for presentations or spectators to view fixtures.

Other sporting equipment, including badminton nets, table-tennis tables and trampolines can be used depending on qualifications and availability.

The venue is available for one-off or block bookings.

11. Application process

Those wishing to hire the premises should fill out the hire request form, available on schoolhire.co.uk. Approval of the request will be determined by the Site Manager in conjunction with the headteacher.

If the request is approved, schoolhire.co.uk will contact the hirer with details of how to submit payment and make arrangements for the date and time in question.

12. Review and Monitoring

The Chief Finance Officer shall review lettings income and arrangements at least annually to ensure financial compliance, value for money and operational effectiveness.

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