



APPENDIX 6

Lettings Policy

This policy was approved and ratified by the
Senior Leadership Team of
Cox Green School
on
24th June 2026



Revision History

Version	Areas
V1.13	Revision History, Paragraphs 2, 6, 9, 10, 11



1. Introduction

It is the policy of the school to maximise the use of its facilities for the benefit of the local community without detriment to the school or its site. To this end, groups and individuals may hire certain parts of the school.

The Finance Director is responsible for maintaining records of bookings of facilities and for identifying the sums due from each organisation. Each customer will have a sales ledger account established for them on the HOGE 100 Finance system which will be used to invoice all lettings.

2. Application to Hire

An application to hire is made to the Finance Director who will send out a quote and a booking application form. This should be completed and returned, signed by an authorised member of the hiring company together with the original copy of the Hirers Public Liability Insurance (see below) within 14 days. An invoice will be raised for the 10% deposit and sent to the Hirer. Once payment has been received the booking will be secured.

3. Insurance

The Hirer must carry Third Party Insurance against any legal liability for the loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hire premises, or personal injury or death of any person whosoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:

- Accidental bodily injury including death to third parties and further in respect of damage to their property – not less than £5 million;
- Accidental damage caused by fire to the premises on hire - £5 million;
- Accidental damage caused to the premises on hire other than fire.

Hirers must produce evidence of such insurance prior to the event.

4. Safeguarding

Organisations working with children must meet the expectations in Keeping Children Safe in Out-of-schools Settings. Please refer to [Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/Keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings-GOV.UK.pdf)

Organisations working with children should note that in the event of an incident, the school will follow its own policy, including informing the LADO.

5. Payment

All bookings will be subject to a 10% non-refundable deposit, which will be invoiced using the HOGE 100 Finance System by the Finance Director or Finance Officer. This is payable upon confirmation and cannot be returned in the event of cancellation by the Hirer. No booking will be secured without this initial deposit.

The balance of the hire fee plus any additional charges, (e.g. use of equipment) will be invoiced after the event. Invoices must be paid within 14 days.



If the Hirer books in advance for the whole school year, they will be invoiced at the end of each term for that term's events with the 10% deposit paid being deducted from the final invoice of the academic year. In the case of long term on-going lets, deposits may not be taken and they will be invoiced in full on a termly basis.

In the event of cancellation by Hirer within four weeks prior to the event, payment of the full hire fee will be required.

6. Charges

Charges will be reviewed at the first Finance and Resources meeting of the academic year and be effective from 1st January of the following year. Currently these are:

	Rate per hour 1st Jan 2026	Rate per hour 1 st Jan 2027
Theatre	£60	£60
Site Staff Rate	£15 Weekday £20 Weekend	£28 Weekday £38 Weekend
Classrooms	£20	£20

7. School Representative

Site staff will open up and close the site and be on call during functions.

The Finance Director runs the bookings system and liaises with users. Hirers should liaise with the Finance Director concerning specific requirements such as setting out chairs, equipment etc.

Site Staff have authority to take any necessary action to protect the school's interest during any particular letting.

8. Communication of Policy

The Lettings Policy will be communicated via the school website and staff intranet.

9. Review of Policy

The Lettings Policy will be reviewed annually by the Senior Leadership Team.



10. Version History

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	28/02/2012	28/02/2012	Sept 2012
1.1	Full Governing Body	09/10/2012	09/10/2012	Sept 2013
1.2	Full Governing Body	15/10/2013	15/10/2013	Sept 2015
1.3	Full Governing Body	20/10/2015	20/10/2015	Sept 2017
This policy was delegated to the Finance and Resources Committee in October 2017				
1.4	Finance & Resources Committee	10/10/2017	10/10/2017	Sept 2018
1.5	Finance & Resources Committee	09/10/2018	09/10/2018	Sept 2019
1.6	Finance & Resources Committee	08/10/2019	08/10/2019	Oct 2020
1.7	Finance & Resources Committee	06/10/2020	06/10/2020	Oct 2021
1.8	Finance & Resources Committee	13/10/2021	13/10/2021	Oct 2022
This policy was delegated to the Senior Leadership Team in November 2022				
1.9	Senior Leadership Team	01/11/2022	01/11/2022	Nov 2023
1.10	Senior Leadership Team	13/06/2023	13/06/2023	June 2024
1.11	Senior Leadership Team	18/7/2024	18/07/2024	June 2025
1.12	Senior Leadership Team	13/05/2025	13/05/2025	June 2026
1.13	Senior Leadership team	24/06/2026	24/06/2026	June 2026

11. Glossary

HOGES 100 Finance system

LADO Local Authority Designated Officer