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_____ learners who aspire for themselves and inspire others

Community Lettings Policy (CPS-NS-P-POL-023)

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|-----------------|-------------------------|--------|
| 01 | Reformatted and amended | May-23 |
| 02 | Updated | Oct 24 |
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| 04 | | |

Endorsement

This policy does not require endorsement.

Contents

| | |
|---------------------------------------|---|
| 1. Aims and scope | 3 |
| 2. Areas available for hire..... | 3 |
| 3. Charging rates and principles..... | 5 |
| 4. Application process..... | 5 |
| 5. Terms and conditions of hire | 6 |
| 6. Safeguarding | 6 |
| 7. Monitoring arrangements | 6 |
| <i>Appendix 1</i> | 7 |
| <i>Appendix 2</i> | 7 |
| <i>Appendix 3</i> | 7 |

1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)
- Regarding the hire of our sporting facilities. The school will follow an annual renewal process which all hirers will be expected to go through. No hirer has the right to a particular time slot and no preference will be given to existing hirers, through the renewal process.
- The premises must not be used for any political purpose.

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Large Hall
- Small Hall
- Foyer
- Gymnasium
- Drama Study
- Movement Studio
- Classrooms
- Café Area
- Sports Hall
- STP
- Muga

2.2 Capacity

The maximum capacity for each area is as follows:

| AREA | CAPACITY |
|-----------------|--|
| Large Hall | Offers approximately 280m ² (16m x 17.50m) of floor space with the seating retracted. It is an excellent performance space and the tiered bleacher seating offers 244 seats with the ability to provide additional rows of seating at the floor level. There is an Epson windows based projector and screen with sound available for presentations. |
| Small Hall | The smaller hall is located next to the new hall and is separated by a partition wall. This hall offers approximately 194m ² (12.50 m x 15.50m) of floor space and is an ideal venue for smaller presentations or events. There is an Epson windows based projector and screen with sound available for presentations. |
| Foyer | The large foyer area serves as an excellent space for registration or refreshment stations and adjoins both halls. |
| Gymnasium | The gymnasium is marked with a badminton court and offers 165m ² (approximately) of versatile floor space. There is a windows based projector and screen with sound available for presentations or classes that want to have background screens. |
| Drama Studios | The drama studios are housed in their own independent block with separate access, a small foyer and complete with male, female and disabled toilets. There are two drama studios that are separated by a partition wall and can be used as one large studio or 2 smaller ones. |
| Movement Studio | Offers a full length mirrored wall with a vinyl tiled floor. The room dimensions are approx 10.75m (length), 5.70m (wide) and 2.4m (high). |
| Classrooms | <p>We have a large number of classrooms for hire, each one offering a light, bright and modern learning environment and all are equipped with windows based interactive whiteboards with close-projector and small sound system suitable for PC sounds. The classrooms are configured with 18 tables and 36 chairs (approximately) arranged in clusters of 6.</p> <p>B7 & B8 are larger rooms offering 58m² of floor space and seating up to 30 (in each). In addition they may be joined together by opening the partition wall that separates them.</p> |
| Café Area | We have 3 different café spaces that may be classified as multi-functional spaces, perhaps suited to more practical activities. (Unfortunately, we cannot offer catering or the provision of catering facilities.) |

| AREA | CAPACITY |
|-------------|---|
| Sports Hall | <p>Our sports building offers facilities that have all been designed to meet Sport England standards</p> <p>690 m² hall has a vibrant spring-loaded vinyl floor that is marked up for the following sports:</p> <ul style="list-style-type: none"> • Basketball • Netball • Volleyball • 5-a-side football • Badminton (4 courts) |
| STP / 3G | <p>The synthetic turf pitch is floodlit. The 3G pitch is marked up for the following football activities – 1 x full size 11 a-side pitch, full size 9 a-side pitch (blue), 3 x 7 a-side pitch (red) and 1 x full sized hockey pitch (yellow).</p> |
| MUGA | <p>The multi-use games area is marked for 3 x tennis courts, 3 x netball courts and 1 x 7 a-side football pitch. There are no floodlights so daytime use or summer months hire is best.</p> |

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed Appendix 1. We review our pricing annual with prices being effective from September – August each year.

We may decide to impose an additional cleaning fee on top of the hiring rates in specific circumstances.

3.2 Cancellations

Cancellation policy can be found in Appendix 1.

3.3 Review

Income raised from hiring out our facilities will be reviewed as part of the school annual budget process. Predominately funds are ring fenced to allow replacement of the 3G as required. In addition, funds raised from the hire of facilities supports school wellbeing and offers small departments grants, along with the maintenance of equipment and lettings facilities.

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in Appendix 2 of this policy, and read the terms and conditions of hire set out within this.

The hirer should fill out and sign the hire request form and submit it to our Community Lettings Officer. Approval of the request will be determined by the School Business Manager.

If the request is approved, our Lettings Officer will confirm with the hirer and discuss how payments are to be made, provide further details for the date of hire. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will need to provide proof of its public liability insurance.

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.

5. Terms and conditions of hire

Terms and conditions are set out in Appendix 2 and must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact all relevant authorities as soon as reasonably practicable.

As per Keeping Children Safe in Education Guidance, we ask all hirers to complete and return our Safeguarding Responsibility form, which can be found in Appendix 3.

7. Monitoring arrangements

We 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 and reviewed with the full governing board.

Appendix 1: Rates of Hire

[Rates of Hire](#)

Appendix 2: Application for Hire of Facilities

[Application for Hire of Facilities](#)

Appendix 3: Safeguarding Responsibility Form

[Safeguarding Responsibility Form](#)