

# LETTINGS POLICY

WICKERSLEY partnership trust  
Swanage Court, Dodds Close,  
Bradmarsh Business Park, Rotherham, S60 1BX

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 [wickersleypt.org](http://wickersleypt.org) CEO: Mrs H O'Brien





- 3.1 WPT decides on which parts of the Trust premises are available for hire and what prices are set. The Trust will try its best to offer a fair booking system which gives opportunity to all groups.
- 3.2 WPT may offer discounted pricing for local community groups where it is deemed appropriate by the Trust.
- 3.3 Application for the hire of Trust premises/facilities is to be made by the local group through School Hire's online booking system and each case will be considered by the Trust's Lettings Manager on its individual merit.
- 3.4 As a minimum a local community group must be a group that is open to a high proportion of people in the local community, must not be a business and must be run on a not for profit basis.

The following terms and conditions are the minimum expected between WPT and a Hirer(s). These terms and conditions are agreed to by both parties upon acceptance of booking on School Hire's website.

#### 4.1 Booking Conditions

The process of hire of Trust facilities is as follows:

- Complete booking process through School Hire website with a request for hire of (k)

made for open and closing sites.

- The Trust must report any Hirer related safeguarding allegations to the Local Authority Designated Officer. If something is reported to the Trust or school we must follow the Trust's own safeguarding policies. These procedures can be found on the school and Trust website with reference to any allegation about a member of staff.
- In the event the Hirer at any



- Arrangements must be made to ensure the Trust facilities and premises are secured at the end of each hire period, if appropriate
- Signs or advertisements relating to the Hirer's activities must not be displayed at respective schools without the prior approval of the schools and the Trust
- Nails, tacks, screws etc., shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be carried out/put up on the Trust premises
- Footwear likely to damage the floors of the Trust premises is not to be worn
- Litter and property belonging to the Hirer or its staff and attendees is to be removed by the Hirer at the end of each period of hire. Any costs incurred by the Trust in removing rubbish and other items left by the Hirer, its staff and attendees will be paid by the Hirer
- Alterations to lighting or heating systems in the Academy premises are forbidden.
- Parking on Trust premises is at the Hirer's entire risk and only in designated areas, leaving access for emergency vehicles
- Markings are not to be made on the grass of the Trust playing fields or hard areas without the Trust's prior consent in writing
- That any electrical equipment brought onto the Trust's premises must have a certificate of safety from a qualified electrician and be made available for inspection by the Trust prior to the period of hire
- That the Hirer is responsible for supervising any children taking part in an activity, including escorting them to toilet facilities and remaining with them until they have been collected by a responsible adult from Trust premises

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and servants and agents from and against all claims and liability in respect of injury or damage and all actions, proceedings, costs, damages and expenses in regard thereto and also from and against all other liability claims, demands, proceedings, costs, damages and expenses in respect of injury to persons



Trust premises during the period of hire of the Trust facilities, with the exception of injury or damage as may occur by reason of the negligence of the Trust, its employees or agents acting within the scope of their authority

- The Hirer must ensure adequate public liability insurance is in place at all times in relation to its use of Trust facilities. Trust discretion may be applied in isolated circumstances

#### 4.9 Data Protection

- The Trust and the Hirer will each comply with all applicable requirements of Data Protection Legislation in so far as they relate to these terms and condition