



UNCONTROLLED if COPIED or PRINTED

Keswick School is not liable for the contents of this document

LETTING OF SCHOOL PREMISES/FACILITIES POLICY (KS/FIN&PREM/061)

Committee Responsible:	Finance and Premises (Local Governing Body)
Lead Officer:	Head teacher
Date of Review:	February 2026
Date to be Reviewed:	February 2029
Signed:	
Date:	

LETTING OF SCHOOL PREMISES/FACILITIES POLICY

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	April 2016
2	Policy Review	March 2018
3	Policy Review	February 2020
4	Policy Review – including Covid-19 appendix	July 2021
5	Policy Review – remove reference to Covid-19 and added safeguarding section to Appendix B	October 2023
6	Policy Review – replace Criminal Records Bureau with Disclosure Barring Service, updated conditions of hire	February 2026

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

LETTING OF SCHOOL PREMISES/FACILITIES POLICY

Contents

1.0	Introduction	Page 4
2.0	Availability and Suitability of Premises	Page 4
3.0	Facilities and Hours of Use	Page 4
4.0	Exemptions	Page 5
5.0	Indemnities	Page 5
6.0	Local Conditions	Page 5
7.0	Safeguarding	Page 6
8.0	Equipment	Page 6
9.0	Bookings	Page 7
10.0	Charges	Page 8
11.0	Cancellations	Page 9
12.0	Administration	Page 9
13.0	Damage to School Building or Property	Page 10
14.0	Health and Safety	Page 10
	Appendices	Page 11

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

LETTING OF SCHOOL PREMISES/FACILITIES POLICY

1.0 INTRODUCTION

- 1.1 Keswick School welcomes the opportunity to share their school with the community and it will be open for Letting on a regular basis, for a variety of reasons. The School reserves the right to use its facilities for its own use, giving reasonable notice. Letting charges will be used to support the budgetary costs of the school.
- 1.2 Our lettings arrangements operate within the framework of the school's Equality Policy (KSMAT/STAT/007).
- 1.3 **Each application for lettings will be treated individually, but with the following criteria being taken into consideration:**

2.0 AVAILABILITY AND SUITABILITY OF PREMISES

- Do we wish to let the premises?
 - Is the booking an appropriate use of our building?
 - Which parts of the premises should be let?
 - What arrangements are needed for the opening and closing of the building?
 - Can we ensure security of the building?
 - Will facilities for disabled persons be required i.e. accessibility to buildings, toilet facilities etc.?
 - Are 'letting' rooms suitable for community use? i.e. sufficient space, adequately heated and lit.
 - Can access to facilities be gained without going through areas restricted to school use such as classrooms and staff areas?
 - Is there sufficient external lighting to allow safe access and egress?
- 2.1 The School reserves the right for staff to enter the premises at all times.

3.0 FACILITIES AND HOURS OF USE

- 3.1 The facilities available to let are:
- The Queen's Hall,
 - Classrooms,
 - The Howard Allen Sports Hall
 - The Gymnasium
 - Sports Pitches & Courts
 - Changing Facilities
 - Car Parking
- 3.2 Any requests for hire of facilities not listed may be considered. Written requests should be directed towards the Premises Manager. Approvals will be made by the Head Teacher.
- 3.3 The normal letting hours, during term time are, from 5.30pm until 10.00pm on weekdays, and on Sundays from 9.00am until 10.00pm in the Queen's Hall and 9.00am until 7.00pm in the Sports Hall/Gym

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

3.4 The hire of facilities outside of normal letting hours may be considered. Written requests should be directed towards the Premises Manager.

4.0 EXEMPTIONS

- The school will not allow its premises to be let to persons or organisations that in the Governor's view, disturb the principles of Community Cohesion, or bring the school into disrepute.
- Lettings will not be made to persons under 18 years of age. The school will ask for proof of age where the person 'appears' not to be 18 years or older.
- Lettings that involve the attendance of children and young persons under 18 will not be made unless the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that other organisations/bodies have ensured that relevant safeguarding checks have been made in respect of staff and volunteers, unless the letting is to a private individual e.g. for a birthday party/anniversary etc.
- Lettings will not be made to persons or organisations that do not provide evidence that they have **Public Liability Insurance (£5 million Public Liability Insurance)** unless the letting is to a private individual e.g. for a birthday party/anniversary etc..
- The Local Governors/Head teacher will take appropriate action to ensure that the school is not hired out or otherwise let to external agencies who use the premises to deliver messages of, or support for, extremism or radicalisation.
- Lettings for political and religious meetings, or for other purposes as specified by the Head teacher or Governing Body, will only be allowed at the discretion of the Head Teacher when they are deemed to be compatible with and beneficial to the school curriculum.

5.0 INDEMNITIES

- 5.1 The Hirer shall indemnify the School against all actions, proceedings, claims and demands that might arise as a result of use of the premises by the Hirer, except where Occupiers Liability legislation applies.
- 5.2 The School shall be indemnified from and against all actions, proceedings, costs, claims or demands arising out of the performance copyright works on the School premises.

6.0 LOCAL CONDITIONS

- 6.1 No alcohol shall be brought or consumed on school premises or any part thereof except by recognised organisations. It is the responsibility of the hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of alcohol.
- 6.2 No alterations or additions to the electrical installations at the school may be made.
- 6.3 No additional staging, curtaining or scenery may be erected without the previous consent in writing of the Head teacher and shall be returned to their original state immediately after use, at the expense of the hirer.
- 6.4 Where any use involves the erection and/or dismantling of a stage, this will be carried out by the hirer at his/her expense and at his/her own risk.

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

- 6.5 All such curtaining or scenery shall be rendered non-flammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Head teacher.
- 6.6 Furniture, including chairs, must not be removed from the school premises nor for use either on the playing field or playground or in any other building outside the school unless prior permission has been applied for and granted by the Head teacher.
- 6.7 No advertising may be placed in any area of the school premises without the direct permission of the Head teacher.
- 6.8 The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the hirer after inspection and will remain the hirer's responsibility during the letting.
- 6.9 If the terms and conditions of hiring are contravened in any way, the Head teacher reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation or refund of any payment made in respect of such use.
- 6.10 It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting. For users of the Sports Hall, this includes the viewing gallery.

7.0 SAFEGUARDING

- 7.1 The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to appropriate Enhanced Disclosure Barring Service (DBS) checks.
- 7.2 The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring.
- 7.3 If for any reason the governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

8.0 EQUIPMENT

- 8.1 School equipment can only be used if requested on the application form, and if its use is approved by the Head teacher. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment it is using, and for the equipment's safe and appropriate use.
- 8.2 Equipment is kept in designated storage cupboards. When not in use it should be stored appropriately.

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

- 8.3 School equipment which does not form part of the letting agreement may not be used at any time.
- 8.4 In instances where the hirer wishes to use their own equipment, the hirer will be entirely responsible for its suitability in relation to the activity taking place.
- 8.5 Under NO circumstances can personal electrical equipment be brought onto the premises for use. If electrical equipment is required as part of a booking, the school may be able to assist with provision. A fee may be chargeable.

9.0 BOOKINGS

- 9.1 Bookings will be taken on a 'First Come, First Served' basis, although time slots may be reserved on a 'To Be Confirmed' basis, at the discretion of the Premises Manager.
- 9.2 The booking of a regular time slot for continuous bookings will not automatically carry over into following years. The same time slot cannot be guaranteed.
- 9.3 Bookings will not be confirmed until all necessary paperwork is provided and deposit paid.
- 9.4 The lettings calendar is integrated with the school's room booking diary and can be accessed by all members of school staff.
- 9.5 Continuous / Block Bookings may not be made more than 52 weeks in advance. Exemptions may be considered by the Premises Manager.

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

10.0 CHARGES

	£ per Hour			
	Community Use			
	Weekdays 0800-1730	Weekdays 1730-2200 (Excl. Bank Holidays)	Weekends (by agreement)	All other times
MEETING VENUE				
QUEENS HALL (including foyer)	N/A	TBC	TBC	TBC
CLASSROOM(S)	N/A	TBC	TBC	TBC
SPORTS FACILITIES				
SPORTS HALL (including changing facilities)	N/A	TBC	TBC	TBC
GYMNASIUM (including changing facilities)	N/A	TBC	TBC	TBC
SPORTS PITCHES/COURTS Per pitch or court (including toilet/changing facilities)	N/A	TBC	TBC	TBC
Changing Facilities>Showers only	N/A	TBC	TBC	TBC
STAGING BLOCKS 20@ 1mtr x 1mtr x 500mm high		£ TBC per day		
CAR PARKING Spaces 56 Crosthwaite & 48 Main		£ TBC per car per day 8am to 10pm minimum charge £ TBC		

Hire of other areas may be considered. Please contact the Premises Manager with enquiries in the first instance.

- For public performance and/or where a secondary charge is made for gain by the Hirer then a commercial rate will apply (unless a charity is the beneficiary). Commercial groups which are rehearsing will be charged the community rate. Commercial rates are negotiated on a case by case basis.
- Foyer only, as per 1 classroom.
- Atrium, as per 3 classrooms.
- Car parking is included with room bookings for the period of the booking only (over stays will be charged above rates).
- If the school field is water-logged, the Head teacher has the right to cancel the activity.
- The school may request payment no later than 28 days prior to the day of the letting. Cancellation of a booking may result in the loss of any payment made, depending on the circumstances of the cancellation – see below.

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

11.0 CANCELLATIONS

- 11.1 The School must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.
- 11.2 Where notification is given to the School at least 4 weeks prior to the date of the let, the booking charge will be refunded in full apart from any administration charge. Your custom will be welcomed again at any time in the future.
- 11.3 Where notification is given to the school between 2-4 weeks prior to the arranged date of the let, the hirer will be entitled to a 50% refund only.
- 11.4 Where notification of cancellation is given less than 2 weeks prior to the arranged date of the Let, the hirer will not be entitled to any refund.
- 11.5 Where credit facilities are offered, notification of cancellation of a single session within a block booking must be provided 1 week prior to the session. Failure to notify of any session cancellation will result in the full booking fee being charged.
- 11.6 Where credit facilities are offered, failure to provide adequate notification of the cancellation of sessions within block bookings on more than one occasion may result in the cancellation of all remaining sessions within a block booking. Timeslots may then be offered to other interested parties.
- 11.7 Where a cancellation is made by the Governing Body of the school, the hirer will be entitled to a full refund. The Governing Body will endeavour to notify the hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the hirer, the hirer will not be entitled to any compensation.
- 11.8 **Please note:** The above conditions apply for cancellation of total or part of a booking. Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge (if any) will still stand.

12.0 ADMINISTRATION

- 12.1 The Governors of Keswick School have adopted the following procedures:
- The Head teacher will make arrangements for the management and approval of lettings applications.
 - All applications should be in writing and accompanied by evidence of third party indemnity insurance and, where relevant, DBS clearance.
 - Written risk assessments for high risk activities should be produced
 - Credit facilities may be offered at the Premises Manager's discretion, otherwise all payments should be made in advance of the lettings.

13.0 DAMAGE TO THE SCHOOLS BUILDING OR PROPERTY

- 13.1 The school Premises Manager or his Deputy will inspect the building, and school property as part of their Lettings Duties, at the end of the letting.

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

- 13.2 The Hirer is responsible for insuring their own staff and equipment and shall reimburse the School for any damage caused during the period of hire. Any damage caused must be reported to the Premises Manager or Head teacher.
- 13.3 The Head teacher will estimate the costs of any damage and inform the organisation/individual as soon as possible.
- 13.4 Legal Advice will be sought if necessary.
- 13.5 An invoice for the damages will be raised and sent, as soon as an accurate figure can be obtained.
- 13.6 The School will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought onto the premises at the sole risk of the owner.

14.0 HEALTH AND SAFETY

- 14.1 Appendix B attached to these Arrangements “CONDITIONS OF HIRE”, accompanies the Lettings Booking Form (Appendix A), which are sent out to all requests for a letting. It includes on Site Security, Fire Safety, First Aid and Accidents and Welfare arrangements and other local conditions of use.
- 14.2 Any incident or accident must be reported, in the first instance, to the Premises Manager, his deputy or the Head teacher and accidents recorded on the KAHSC Online Accident Recording System.
- 14.3 Keswick School reserves the right to require sight of risk assessments carried out by organisations using the School premises, in advance of any Letting. If requested these must be made available to the school before bookings can be confirmed. Risk assessments will be required for all sports hires, as well as hires involving large numbers of participants and/or the use of multiple venues across the site.
- 14.4 These Arrangements will be reviewed in the light of any incidents that have arisen to ensure that the Arrangements remain appropriate; that Health and Safety standards are met; that the Arrangements ensure adequate protection for the school grounds and building, and for school staff/pupils.
- 14.5 For reasons of Health and Safety, food and drink must not be consumed in the Main Sports Hall or Gymnasium. For hydration purposes, drinks may be consumed in adjacent areas. Bins are provided for the safe disposal of waste and must be used. Littering will not be tolerated.

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

LETTINGS BOOKING FORM

ATTACH 'CONDITIONS OF HIRE'

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our Lettings Arrangements are adhered to at all times.

ACCOMMODATION REQUIRED <i>(i.e. hall, field, kitchen etc.)</i>	TIME		DATE(S)	TOTAL HOURS	COST PER HOUR	TOTAL COST
	FROM	TO				

Please continue on another sheet if necessary.

TOTAL COST		
Name of Hirer:		
Address:		
Contact Tel No.		
Name of Organisation:		
Purpose of Hire: <i>(if fundraising, state where proceeds will be applied)</i>		
Estimated No. of People present?		
Any equipment required? e.g. Goals, Mats, Nets, Chairs, OHP etc.		

SAFEGUARDING

	Please tick		
Will your event involve the coaching of children (under the age of 18) or vulnerable adults?	YES		NO

PTO

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

Bookings will not be accepted without the information requested below. Please provide copies of each document requested with your completed booking form.

SUPPORTING DOCUMENTATION	
	For administrative purposes (please leave blank)
Evidence of DBS clearance for the person running the letting? Applicable to all events involving the coaching of children (under the age of 18) or vulnerable adults	
Evidence of appropriate safeguarding policies and procedures? Applicable to all events involving the coaching of children (under the age of 18) or vulnerable adults	
Evidence of your Personal Liability Insurance Cover? Any Insurance which includes Covid exemptions will not be accepted	
A relevant and up to date Risk Assessment for the activity taking place?	

DECLARATION

I confirm that I wish to hire Keswick School premises, for the purposes advised on this booking form only. I understand that my booking will not be accepted without the provision of the supporting documentation requested. I furthermore confirm that I fully understand all of the Conditions of Hire and that failure to adhere to these conditions may result in the immediate cancellation of all future bookings.

Signed.....

Date.....

Name.....

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

CONDITIONS OF HIRE

TO BE ATTACHED TO THE 'LETTINGS BOOKING FORM'

General Conditions

- The person signing the Booking Form shall be considered the 'hirer' and must be over 18 years of age.
- The person/organisation requesting the letting (the Organiser) has the responsibility to provide evidence of Public Liability Insurance (up to £5 million) for the period of the Letting.
- Children under 18 cannot be present during the Letting, without appropriate Safeguarding Children Procedures in place, and the Organiser requesting the letting must provide evidence of this (unless the letting is to a private individual e.g. for a birthday party/anniversary etc.).
- The premises will only be used for the event described on the Booking Form.
- The hirer will be responsible that all activities take place in a safe manner.
- The behaviour and safety of all persons on the premises for this booking (including non-participants using the Sports Hall viewing gallery) are the responsibility of the hirer throughout. This includes during arrival and upon departure to and from the school site. Under NO circumstances should participants be left unattended in the school building at any time.
- The hirer is also responsible for ensuring that access to restricted parts of the school not forming part of the letting is not permitted.
- A qualified person must be present during all session that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the hirer to check the qualifications of those supervising such activities and to establish that Enhanced Disclosures are held by all relevant persons.
- The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.
- Unless the following booking requires use of the same equipment, all equipment should be returned to their designated areas within equipment stores at the end of each session. If, at the end of your hire there are no other groups waiting to start their activity, YOU MUST tidy all equipment away.
- It is the responsibility of the hirer to obtain any necessary licences for the sale of alcohol or the provision of public entertainment.

The school has a comprehensive Health and Safety Policy and its building is well maintained and regularly inspected to ensure that standards remain high.

If you have any concerns about the Health and Safety of our site, it is your duty to inform the Premises Manager or Head teacher so that we can take appropriate action. We appreciate your support. The Premises Manager can be contacted by phone during the letting. **07811 604 087**

School phones may not always be available, and you must ensure you have a mobile phone to summon medical aid.

HIRERS ARE REMINDED THAT KESWICK SCHOOL IS A RESIDENTIAL BOARDING SCHOOL. SCHOOL PUPILS ARE ON SITE 24 HRS A DAY. INAPPROPRIATE BEHAVIOUR AROUND OR TOWARDS ANY SCHOOL PUPILS BY PARTICIPANTS OF LETTINGS WILL NOT BE TOLERATED AND MAY RESULT IN THE CANCELLATION OF BOOKINGS. THE LETTINGS DIARY IS ACCESSIBLE TO THE STAFF OF LAIRTHWAITE BOARDING HOUSE AT ALL TIMES.

AS A FURTHER COURTESY TO OTHERS, PLEASE KEEP TO THE 3mph SPEED LIMIT WHILST DRIVING ON SCHOOL GROUNDS AND LEAVE THE SITE QUIETLY AT THE END OF EVENING LETTINGS.

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

Damage to the School Building or School Property

- The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required. Please use the bins provided. Littering will not be tolerated and persistent offending may result in the cancelation of future bookings.
- No stiletto heels or similar objects are allowed in the Sports Hall, Gym or Queens hall areas.
- The School will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.
- School equipment which does not form part of the letting agreement must not be used at any time.

Site Security

- The school has a Security Policy and the site security is very good.
- During the Letting, the person responsible, (the Organiser) must be vigilant in ensuring that people do not attempt to enter parts of the school that are not let.
- As people are leaving the building during or at the end of a Letting, the Organiser or other designated person must be present at the front exit, to prevent anyone from entering through the door as people are leaving.
- The Organiser must ask all those attending the Letting to ensure that they do not take any action that could jeopardise the security of the building.

Parking Arrangements

- Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
- The car park gates will not be locked during your letting, to enable those wishing to leave by car to do so. The school is not responsible for any damage to, or theft from cars parked in the car park, and those attending the Letting should be informed of this by the Organiser, as part of the introductory Health and Safety information.

Fire Safety

- On entry to the building for the Letting, the Organiser must make themselves aware of the position of the Emergency Call Points and the nearest emergency exit from the room(s) they are hiring.
- You must have identified in advance, the person who would act as a Fire Warden: i.e. the person who would make sure that all those attending the letting had left the common areas, toilet areas and the room(s) you are hiring, via an emergency exit; and that someone had activated the Fire Alarm.
- All final exit routes from the building have an emergency call point. The Organiser should prepare and familiarise themselves in advance by walking the most obvious emergency exit route from the room(s) hired to that route's final exit point and noting the position of the call point.
- Fire Extinguishers are positioned at each final exit point. **You are not expected to use a Fire Extinguisher in the event of a fire although you can tackle a small fire if you have been trained to do so and can do so without putting yourself or others at risk.**
- At the start of your Letting, you must ask each person to sign an attendance sheet which has the person's name clearly written, the purpose of the Letting and the date of the Letting.
- Before proceeding with your event, you must give basic fire safety information to those present as follows:
 - Point out the emergency evacuation exits, signposted in white on a green background.
 - In the event of a fire, the alarm will sound a 'loud wail'.
 - You should leave the building by the nearest fire evacuation route and gather at the designated Assembly Point **on the School tennis courts**

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

- If you need to leave the building in the case of an emergency and the alarm has not sounded, then the alarm should be activated using the nearest Emergency Call Point.
- Undertake a head count and use the 'Attendance' sheet to identify that all persons have been accounted for. If anyone is found to be missing this must immediately be reported to the Fire and Rescue Service on arrival.
- Under no circumstances should anyone re-enter the building until the 'all clear' has been given by the attending Fire Service Officer.
- Once all persons have evacuated the building and Fire and Rescue Services have been summoned, contact must be made with the Premises Manager **07811604087**
- The school No Smoking Policy MUST be adhered to at all times both inside the building and on school grounds.
- No naked flames are permitted without the express permission of the Head teacher and production of a suitable and sufficient risk assessment which identifies how risks will be managed.

First Aid & Accidents

- The Organiser should have a fully charged mobile phone on their person so that in an emergency, the appropriate emergency services can be summoned.
- The Organiser/the organisation is responsible for First Aid provision during the letting.
- There should be a competent person who is trained and available to give First Aid.
- Any incident or accident must be reported, in the first instance, to the Premises Manager and accidents recorded in the KAHSC Online Accident Recording System.
- Defibrillators are located in the Sports Hall Main Entrance lobby and in the Student Reception Area.

Welfare Arrangements

- You will be made aware of the nearest adult /pupil toilets to the room(s) you are letting.
- Facilities for disabled persons are located in **the Hewetson Building first floor & the Sports Hall ground floor**. The Organiser will be shown its location during the initial Lettings Meeting. Its location is marked on the plan of the school showing emergency exits.
- In an emergency, the occupant of the Disabled Toilet can summon help by pulling on the red cord. A buzzer will then sound, and a light will come on above the door. The alarm can be turned off by pressing the reset button on the wall near the door. The door can be opened from the outside using a coin in the slot of the lock.
- If you are using kettles or kitchen area etc., to make drinks, we ask you to take proper care for your own Health and Safety. Please mop up all spills carefully, at once, so that there can be no risk of slipping.
- There are Wet Floor signs in **Z2/GL/L28 Site Team Office, on the Mike Pye Terrace & on the Sports Hall Viewing Gallery**, which you may use if needed.
- No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. No alcoholic drinks may be sold without the necessary license, and this must be shown in advance to the Governing Body – it will be the responsibility of the hirer to obtain all necessary licences.
- No food or drink is allowed in any area except designated social areas, unless prior written permission has been granted. With the exception of water, in plastic bottles, **NO FOOD OR DRINK SHOULD BE CONSUMED IN THE GYM OR SPORTS HALL.**
- Keswick School's No Smoking Policy must be adhered to at all times

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	

Safeguarding

- The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to appropriate Enhanced Disclosure Barring Service checks.
- The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring.
- If for any reason the governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they will contact wendylightfoot@keswick.cumbria.sch.uk as soon as reasonably practicable.

The hirer's signature on the Lettings Booking Form confirms his/her agreement of the above conditions of booking and all other aspects of our School Lettings Arrangements.

Ref:	Lettings of School Premises / Facilities	Type:	Policy
Version:	06	Owner:	Head teacher
Date:	February 2026	Status:	