Mayfield	**Policy Name:** **Lettings Policy** Owner: Bursar Last review date: September 2025 Next review date: August 2026 This policy will be reviewed annually or as regulations or review demands.

Mayfield School is set in the beautiful East Sussex countryside conveniently located just outside Royal Tunbridge Wells. The School has extensive facilities including: a Grade One listed Fourteenth Century Chapel built for the Archbishops of Canterbury and a Concert Hall designed by Sir Giles Gilbert Scott. The sports facilities include an all-weather pitch, eight all-weather tennis and netball courts, an indoor swimming pool and Dance Studio. There are a range of different sized meeting rooms, as well as general classrooms. The School also has a range of more specialist facilities including Science Labs, Cookery Room, Ceramic, Textiles and Art Studios, Drama Studio, Dark Room and Music Practice Rooms. Our 75 acres of grounds also provide the perfect backdrop for marquee events or film location hire.

Anyone interested in hiring any of our facilities, should contact Sarah Kilgallon SKilgallon@mayfieldgirls.org for more information about prices, terms and conditions and to determine availability.

Introduction

The Governing Body of Mayfield School wish to make every reasonable effort to facilitate the use of Mayfield School by the Community as a whole. This Policy covers the conditions under which the School premises are hired. Any proposed use of the School premises and hiring should be in keeping with, or compatible with, a building used primarily for educational purposes and must not interfere with the activities of the School.

As a school, it should be noted that we may be more constrained than other organisations in responding to letting requests. A letting may be defined as “any use of the school buildings and grounds by parties other than the school”.

Mayfield School is an independent school and therefore the hiring of the premises is wholly at the discretion of the School.

Application Process

All external requests to book the School facilities should be directed to Sarah Kilgallon at skilgallon@mayfieldgirls.org

The prospective hirer must complete the application form to hire facilities at Mayfield School for outside organisations (Appendix A). The completed application form needs to be returned to the School so it can be considered and approved by the Senior Deputy Head and the Facilities and Compliance Manager. Please allow sufficient time between the date of your request and the event for assessing, processing and approval to take place. No arrangements can be made until the event has been officially approved.

Charges for Lettings

To arrive at a charging-out rate, all costs have been taken into account. It is important that the School does not ‘let at a loss’ unless an informed decision has been made to do so and it forms part of the School’s public benefit offer. A checklist of the main items that are considered when determining the hiring charges are provided below:

- Caretaker - cost of opening and locking-up the School.
- Cleaning - this may be a separate additional item.

- Heat/light - calculation of cost i.e. hourly rates, if appropriate.
- Water - if relevant.
- Wear and tear - will depend on type of use.
- Wear/damage to grounds - hiring is an extra use of the facility; consequently, extra wear might therefore require extra care and maintenance. The adverse effects of hiring could also impinge on curriculum needs through leaving pitches in a poor condition for pupil use, for example.
- Insurance - (see Appendix A - Conditions governing the hiring of School premises for further information).
- VAT - If applicable.

The specific charge levied for each School facility will be reviewed no less than annually during the Summer Term, for implementation from the beginning of the next academic year (1st September of that year). A list of current charges is available on request at the time of enquiry (see Appendix B). The School reserves the right to apply lower charges than the published list, or to offer the School's facilities free of charge, as they deem appropriate.

Please be aware that all events must have finished by midnight. There is a higher hourly charge for events finishing between 22:00 and midnight.

Wi-Fi and Audio-Visual Equipment

Connectivity to Wi-Fi is available on request. Requests for Audio Visual Equipment must be made at the time of booking and may incur additional costs.

Catering

Requests for catering and any associated Front of House requirements must be made at the time of booking. Costs associated with catering will be charged separately to venue hire. Once the booking has been given outline approval, the Catering Department can be contacted to discuss specific arrangements.

Financial Administration

The application form to be issued to prospective Hirers is attached at Appendix A. This is completed by the Hirer and returned to the School for confirmation that the let can take place and the cost involved.

The terms and conditions governing the hiring of the School premises needs to be signed by the Hirer as part of the booking process. Prior to the event taking place a meeting must be arranged between the Hirer and the Facilities and Compliance Manager to receive the onsite Health and Safety briefing.

Issuing Accounts

An invoice is issued to the Hirer before the hiring takes place. Payment for the hire of the premises must be made by bank transfer, cash and cheques are no longer accepted. The bank details for all payments will be on the invoice issued to the Hirer.

The School Chapel

Mayfield's 14th Century Chapel is a very special place to get married or to hold Baptisms, Funerals or Memorial Services. It is only available to those with a very close connection to the School, such as Old Cornelians or members of staff. Permission to use the School Chapel is generally limited to events that would take place outside of the school term.

The Chapel, situated in the Mayfield Parish of Saint Thomas of Canterbury has been registered for weddings since the late 1970s. In order to be married in the Chapel either the bride or bridegroom needs to be a baptised Catholic and neither can have been married before. For more information about weddings at Mayfield please refer to the Booklet "Getting Married in Mayfield School Chapel".

Swimming Pool

Hirers of the Swimming Pool must ensure they are sufficiently covered in terms of health and safety requirements including, but not limited to, lifeguards, swimming pool qualifications etc.

External lettings will be asked to provide details of their qualified staff:

- Responsible adult/ NRASTC /lifeguard must be on poolside and be able to conduct cardio-pulmonary resuscitation. (Part of NRASTC assessment)
- Staff must be familiar with life-saving and rescue equipment and have it accessible, e.g. resuscitation aids, use of oxygen and special recovery stretchers
- Teachers have a duty of care for their class and should have a current life-saving award and recognised swimming teaching qualification.
- NRASTC training annually (assessment every 2 years)

The Facilities and Compliance Manager should be contacted for more information.

Alcohol

The School holds an alcohol licence covering the hours 10.00hrs to 22.30hrs. All bookings which involve alcohol will be subject to approval by the School to ensure conformity to the conditions of our Premises Licence. This will include Age Verification and other conditions which will be confirmed at the time of booking.

Safeguarding and Online Safety

When Mayfield School hires out its facilities/premises to organisations or individuals we need to ensure that appropriate arrangements are in place to keep children safe. This is a condition of use and occupation of the premises and failure to comply will terminate our agreement.

The School requires written confirmation that, where services or activities for children and young people are provided separately by another body (not under direct supervision or management of our School staff), there are appropriate Safeguarding and Child Protection Policies and Procedures in place (including online safety). The Designated Safeguarding Lead will be required to confirm, prior to the activity taking place, that they have completed the necessary checks. See Appendix C. This applies regardless of whether or not the children who are attending these services are on our School roll.

Safeguarding arrangements are clearly detailed in any transfer of control agreement (i.e. hire agreement).

The DfE has published *Keeping Children Safe during community activities, after-school clubs and tuition* for organisations and individuals who provide these activities for children and young people and this document contains a section on online safety which makes clear that the provider should have an Online Safety Policy or Acceptable Use Policies in place as well as appropriate filtering and monitoring. A Staff Behaviour Policy should also include information on relationships and communications between children (and parents) and staff/volunteers, including the use of social media.

Appendix A - Application to hire Facilities at Mayfield School for outside organisations

EXTERNAL EVENT APPLICATION FORM FOR OUTSIDE ORGANISATIONS

Completed application forms must be sent to Sarah Kilgallon, (skilgallon@mayfieldgirls.org)
ALL external bookings of School facilities must be approved by the
Senior Deputy Head and the Facilities and Compliance Manager

Name of Hirer:	
Contact details of Hirer: (phone or email address)	
FUNCTION DETAILS: Including who the event is for, whether a specified list, or open to the public, as well as expected numbers	
DAY(S) & DATE(S) REQUIRED:	…… day ..... / …… /20 …….
TIME REQUIRED: Please include any time needed for setting up beforehand and clearing up afterwards	Start: Finish:

VENUE(S) REQUESTED: (Please tick):

✓	VENUE	✓	VENUE
	Concert Hall (Capacity in total including performers is 155)		**Gresham Entrance Hall**
	Chapel (Capacity in total including performers is 300)		**Gym**
	Cloister		**Sixth Form Dining Room**
	Courtyard		**The Hub**
	Gresham Conference Room (Capacity in total including performers is 100)		**Chaplaincy Centre**
	Swimming Pool (Additional paperwork on approval)		**Astro Turf**
	Other: (please detail below)		

	✓	OTHER REQUIREMENTS (Please tick giving additional details where necessary)
Concierge		**Parking:**
		Furniture:
IT and AV		**Wi-Fi**
		AV equipment:
Catering		**Drinks:**
		Food:
		Front of House requirements:

ANY OTHER INFORMATION Please continue on a separate sheet of paper if necessary	

To be completed by the School:

This Hiring has been approved for, and on behalf of, the School.

The charge* for this Hiring will be: £_____

Email address of Hirer to send invoice:

Invoice raised by:

Invoice Number:

Date:

**Extras, such as catering, to be charged and invoiced separately.*

Approved by Senior Deputy Head:	**Approved by Facilities and Compliance Manager:**
Date:	**Date:**

MEMBER OF STAFF WHO IS THE POINT OF LIAISON ON THE DAY (overseeing arrival and departure and any other necessary liaison)	
SAFEGUARDING ARRANGEMENTS TO BE PUT IN PLACE? Including provision of written guidance and site map and details of any necessary Safeguarding briefing	
Risk Assessment received and approved by Facilities and Compliance Manager:	**Date:**

To be completed by the Hirer:

Please tick the box on the right hand side once completed:	
Conditions governing the hiring of School premises read and understood. Signed copy returned to School.	
Risk Assessment sent to Facilities and Compliance Manager for approval – mwoodthorpe@mayfieldgirls.org	
Safeguarding: Bookings involving children under the age of 18 who are not students at Mayfield School Mrs Jodi Stone is our Designated Safeguarding Lead and her contact numbers are: 01435 874600 Ext 405 during the School day or 07742 403704 at other times. The Group Leader must adhere to the *Keeping Children Safe during community activities, after-school clubs and tuition* and in addition the following must be completed:-	
Safeguard check letter returned signed (Appendix C)	
Copy of DBS as appropriate	
Confirmation that Mayfield School Safeguarding Policy and KCSIE Part 1 have been read and signed	

CONDITIONS GOVERNING THE HIRING OF MAYFIELD SCHOOL PREMISES

1. General Conditions

1.1 Applications for the use of Mayfield School premises must be made on the official form, and responsibility for their approval rests with the Governing Body. The person signing the application will be deemed to be the Hirer and must accept responsibility for ensuring compliance with these conditions. The Hirer must comply with the law of the land.

1.2 All Hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Headmistress before approval is given. The Facilities and Compliance Manager will submit an Incident Report if he suspects that the letting or gathering has been used for political purposes not previously authorised by the Headmistress, the dissemination of inappropriate material or other purposes which could be reportable under the statutory Prevent Duties or which contravene current legislation in any way.

1.3 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required. Payment will be made in advance, at the time when hiring is confirmed. If there is damage, or the need for caretakers/cleaners to work longer than expected after the hiring, the Hirer will pay any subsequent invoice sent to him/her.

1.4 The School reserves the right to cancel any hiring if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed the hiring fee.

1.5 Any intention on the part of the Hirer to cancel a hiring must be notified to the School at least 24 hours before the hiring is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, no reimbursement of the hiring fee will be made and if preparatory works have already been undertaken the Hirer will bear the actual costs incurred.

1.6 The Concierge is normally expected to prepare for hiring, to do any necessary cleaning afterwards, and where the School requires, be in attendance throughout the course of the hiring. The Hirer's signature is required to support the Concierge's overtime claim.

1.7 No structural alterations to School premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.

1.8 The Hirer is responsible for providing supervision during the course of the hiring and must satisfy the Bursar and the Headmistress that the arrangements being made are adequate.

1.9 The Hirer or their accredited representative must attend at all times and must accept responsibility for any damage caused to the School grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.

1.10 Hirers are responsible for arranging their own insurance for:

(a) Personal Accident;
(b) Third Party Claims;
(c) Any loss or damage to the School grounds, playing fields, buildings, fixtures, fittings, furniture, and equipment resulting from the hiring.

1.11 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the Bursar in advance

to ensure that the School premises are adequately licensed for the purpose before submitting a firm application.

1.12 Footwear, which is likely to cause damage to School floors, must not be worn. French chalk or its equivalent must not be put down when the Hall is used for dancing.

1.13 Alcoholic liquor must not be sold or consumed on the School premises unless specific approval has been given by the Bursar/Governing Body, as part of the hire agreement.

1.14 School premises must be left clean and tidy after use.

1.15 The Hirer must adhere to the School's No Smoking/Vaping Policy, that smoking is not permitted on any part of the School campus.

1.16 The Hirer must comply with all Statutes or any other regulations or other requirements in relation to the use of the premises including those contained in this Agreement and shall indemnify Mayfield School.

2 Additional conditions governing the hiring of School Playing Fields and Playgrounds

2.1 If there is any doubt as to the fitness of the ground the Hirer must consult the Bursar who will make the final decision as to whether the ground may be used before the hiring takes place. In the event of the ground being deemed unfit for use immediately before a hiring is due to take place, any hiring charge already paid will be refunded, and any account due will be cancelled.

2.2 Hirers must be responsible for ensuring that everyone taking part in the hiring involved in the School playing fields and grounds, and all spectators, are properly and adequately supervised.

2.3 Casual spectators not connected with the hiring must not be admitted.

2.4 Stakes or the like must not be driven into the ground, unless permission has been specifically given.

2.5 Vehicles must not be driven over or parked upon the Astro or playing fields at any time. Vehicles must not be parked upon playing fields unless permission has been specifically given.

2.6 Bonfires must not be lit.

2.7 No marking out of pitches may be done except by the authorised grounds staff unless permission has been specifically given.

2.8 The swimming pool, astros, changing areas and playing fields must be left in a clean and tidy condition after use.

2.9 Any loudspeakers must be moderated so as not to cause a nuisance.

2.10 Spiked boots/shoes must not be worn on any synthetic playing surface.

2.11 The Facilities and Compliance Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.

3 Fire Precautions

3.1 The Hirer, or a responsible person nominated by him/her in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in

charge shall not be engaged in any duties, which will prevent them from exercising general supervision of the premises. **The hirer shall ascertain and comply with any special fire precautions requirements contained in music, singing and dance, theatres, or any other licences appropriate to their intended use of the premises.**

3.2 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as outlined in the appropriate Risk Assessment.

3.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.

3.4 All exit doors shall be available for exit during the whole time that the public are on the premises and shall be opened at the end of the function for the use of the persons present at the function.

3.5 Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have notices placed over them indicating “No thoroughfare”.

3.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.

3.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.

3.8 All electric fires on the premises shall be provided with adequate protective guards.

3.9 Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:

a. All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:

b.

(i) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
(ii) The British Standard Specification and Code of Practice;
(iii) The Electricity Supply Regulations;

and they shall only be installed by a qualified electrician. No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting. Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum RMS voltage difference, which can normally develop under fault conditions. All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Facilities and Compliance Manager.

c. All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.

d. All temporary installations, which have been installed, shall be disconnected from the permanent installation immediately after the occasion for which they have been used.

e. Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Facilities and Compliance Manager seven days prior to the proposed date of the required installation.

3.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and firefighting equipment, which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of performances and exhibitions, a Risk Assessment must be undertaken by the Hirer as to whether any special firefighting equipment should be provided.

3.11 Thorough checks should be made by the Hirer at the end of the hiring to ensure that no smouldering fires are left burning and that all doors and windows are properly secured.

3.12 If there is any doubt about the application of any of the above conditions, the advice of the Bursar should be sought.

This guide is intended for use in respect of short-term use of the premises which are intended to give no right of occupation beyond the expiry of the agreement. Further advice should be sought where it is intended to grant use of the premises for periods of more than a few consecutive hours or days at any one time.

DECLARATION BY HIRER:	
I acknowledge that I have read the terms and conditions governing this hiring and understand them. I agree to abide by them and, if appropriate, to pay the sum due. I agree to pay for the reinstatement following any damage caused as a result of this hiring. I understand that payment and all paperwork associated with the event must have been received prior to the event taking place. For events involving children under the age of 18, I confirm that I have signed and returned the safeguarding check letter and provided the school with DBS information, as well as reading the Mayfield School Safeguarding Policy and KCSIE Part 1.	
Signature:	**Date:**

Appendix B: List of Charges Academic Year 2025-26

Meeting Rooms

- Small Meeting room/General Classroom: £10 per hour.
- Specialist teaching space e.g. Science Lab, Food and Nutrition etc: £20 per hour.
- Medium sized meeting venue: (SFLR, Courtyard, Cloisters or Space): £50 per hour before 22:00, £80 per hour between 22:00 and midnight.
- Large venue: Sixth Form Dining Room, Upper Dining Room, Gresham, Concert Hall: £90 per hour before 22:00, £150 per hour between 22:00 and midnight.

N.B. final hire time midnight unless by prior arrangement.

Standard alone room hire is exempt from VAT. However, when additional services are added to the basic rental (e.g. catering), the entire charge is subject to VAT at the standard rate.

Hire charges would cover heating/lighting, Wi-Fi access code and normal school furniture such as chairs/table.

Sports Facilities

- Drama Studio/Dance Studio/Gym: £20 per hour.
- Exterior Hard Surface Courts: £20 per hour or if lights needed £30 per hour per court (available - four tennis courts or three netball courts).
- Astro Turf: £80 per hour.
- Swimming Pool: £100 per hour, or £600 per day (a day would cover eight hours usage).
- N.B. hiring of the Astro Turf and Hard Surface Courts includes access to the Friends Pavilion, unless stated otherwise by the School at the time of booking approval. Please be aware that hiring of the sport facilities, other than the swimming pool, does not include changing facilities, unless requested at the time of booking (additional cost may apply).

Standard rental of Sports Facilities is normally exempt from VAT. Any additional services would attract VAT across the whole hire charge.

Chapel

The School Chapel is a historical, sacred building and requires significant funding for its upkeep. For events to be approved they should be in keeping with the sacred nature of the Chapel. Whilst there is no set charge for its use we do ask you for a donation to help with the upkeep of this beautiful building. All monies will go directly into the Chapel Restoration Fund.

Suggested donations for the following services are outlined below, but please give as generously as you can to help support the upkeep and maintenance of this magnificent building.

- Weddings: in the region of £750;
- Funeral Services: in the region of £200;
- Baptism: In the region of £200 if a stand-alone service and not part of the weekly boarders' Sunday Mass.

Donations to the Chapel Repair Fund are always welcome:

Chapel Account (Mayfield School)
Account Number 11730900
Sort Code 60-10-30

Appendix C

Letter to go out to any organisation using Mayfield site to conduct activities that involve children

Our Ref:

Date :

Dear Designated Safeguarding Lead

To be completed by youth groups and schools using Mayfield School facilities

To ensure the safeguarding of all we require written confirmation that a number of appropriate safeguarding checks have been carried out on individuals working in your establishment before you commence your activity at Mayfield. The comprehensive checks are for the best interest of both you and our pupils, in line with Keeping Children Safe in Education 2025, East Sussex Safeguarding Policies and good practice.

I would therefore be grateful if you could return this letter to confirm that you have completed the following checks for your employees and that you agree to follow KCSIE 2025 and/or the DfE guidance on after school clubs, community activities and follow safeguarding guidance for:-

1. An enhanced Disclosure Barring Service (DBS) check.
2. An identity check with three proofs of identity, more information is available at: https://www.gov.uk/government/publications/dbs-identity-checking-guidelines
3. Prohibition from teaching, where relevant.
4. Overseas checks, where relevant.
5. Professional qualifications, where required.
6. Right to work in the UK.
7. A childcare disqualification declaration completed, where relevant.
8. Safeguarding and child protection training, which will be regularly updated.

Print name of school or youth group:	
Signed by DSL of school or youth group:	
Signed by Headteacher/leader of activity/School or Youth Group:	
Date:	

Your faithfully

Mrs Deborah Bligh
Headmistress