Policy Name	Lettings Policy				
Effective Date	January 2022	**Date of last revision**	September 2026	**Version No.**	3
Author	Head of School				

Version History				
Version	**Approved by**	**Revision Date**	**Details of Changes**	**Author**
2	**MT**	**13.09.2025**	**Caretaker changed to Facilities Manager**	**MT**
3	**MT**	**01.09.2025**	**Facilities Manager changed to Facilities Management**	**MT**

Introduction

It is the policy of the Advisory board that some School Premises and Facilities shall be available for use by outside bodies at the discretion of the Head of School subject to them not being required for any organised activity within the school and consistent with the school ethos.

For the purposes of this policy the premises and the facilities will be referred to as the Facilities.

Scope

1. Use of the Facilities by external bodies will always be subject to the charges detailed in the Appendix 1.

2. The charges detailed will be reviewed annually by the Bursar, and Head of School.

3. The exception to no charges for use by the School will be at the discretion of the Head of School and Bursar for example; this would be where caretaking needs involve significant overtime payments.

4. The Bursar is responsible for all bookings, both by the School and external bodies beyond those scheduled by the School timetable and calendar. Once a signed application is received, written confirmation of a subsequent cancellation will be required.

5. It is the responsibility of all individuals organising events not included in the School timetable and calendar to submit a Letting Application at least one calendar month before the date of the event. Failing to do so may result in the facilities requested not being available for use.

6. Upon receipt of a Letting Application the Bursar will inform the person or the organisation that the booking is confirmed or otherwise and the estimated charges involved. Payment in advance may be required before booking can be confirmed from external bodies not known to the School.

7. The Bursar or the Head of School will inform the Facilities Management of the specific needs of the booking. The Facilities Manager will safeguard the facilities of the School by all reasonable means during any hiring and will immediately report any damage incurred. Hirers will be responsible for providing his/her own stewards for the event and for any breaches of Health and Safety legislation, Copyright and Performing Rights.

8. Cleaning requirements following a hiring. TheFacilities Management will survey and note the condition of the premises / facilities and report any issue to the hirer as soon as possible after the event.

9. All lettings will need to complete the application in Appendix 2 prior to any activity

10. Full payment will be required before the letting takes place. Long term bookings to be considered separately

11. The Facilities Management and /or Head of School have the right to terminate any hiring if, in their opinion, it is not being properly or safely conducted.

12. Longer term lettings will be considered by the Head of School and any special conditions may be added to the lettings agreement.

Appendix 1: Charges

Hourly Charges

The school reserves the right to review charges as necessary and the following is a guide only:

Facilities	Community (local or school related) linked activities £ per hour	Other (private and commercial) £ per hour
Main hall (MH)	100*	200*
Classroom (C)	35*	70*
Other	At Head of School discretion	At Head of School discretion

Charges are calculated per hour and are not pro-rated – minimum one hour hire: for example a classroom hired for 45 minutes will be charged at one hour. A classroom hired for one hour and 30 minutes will be charged at 2 hours.

***Weekend bookings are a minimum of 3 hours and £50 supplement will be levied on all categories of lettings to cover the extra cost of caretaking/cleaning incurred by the school outside the standard school week.**

Hire charges must be paid in advance. The School will issue an invoice on receipt and acceptance of the letting application. Payment must be made directly to our bank account:

Beneficiary: International Community Schools Limited
Account No: 3721 3568
Sort Code: 30-65-41
Bank Name: LLOYDS BANK PLC
Bank Address: 3rd Floor, 125 LONDON WALL, LONDON, EC2Y 5AS

Appendix 2: Lettings application and conditions

LETTING APPLICATION AND CONDITIONS

Please complete this form clearly in block capitals and email to bursar@icslondon.co.uk or post to ICS London 7B Wyndham place, London W1H 1PN

About hirer

Name:		Organisation:	
Job title:			
Address:			
Contact details	Day time:	Evening:	Mobile:
Email:			

About the event

Title of the event/club	
Nature of the event	
Expected number of people at the event	
Facilities required (equipment, furniture etc.)	
Will alcohol be consumed during the event? (If alcohol is sold – a licence must be displayed during the hire)	
Date(s) required (inclusive) – for clubs please list all required dates for the full academic year	
Hours required start and end time (inclusive) – Please allow set up and clear up time	
Please provide copy of your public liability insurance –	

Date of application	

Select facility required and number of classrooms – please see hourly charges and payment terms below

ICS 21 Star Street- London W2 1QB

ICS 7B Wyndham place, London W1H 1PN

Main hall (MH)	Classroom (C)

I certify that I am not less than 18 years of age and accept responsibility for the observance of the Letting Conditions, and that I agree to pay on demand the lettings charge hereby incurred. I hereby indemnify the Advisory board of International Community School and Globeducate against all claims in respect of injury, loss or damage, (including school property) arising from this letting. In requiring this undertaking the Advisory board of International Community School and Globeducate do not seek to absolve themselves from liability as owners / occupiers of the premises.

Signed:	Date:
Name (block capitals please):	

LETTING APPLICATION AND CONDITIONS

Cancellations

- Full refund: If cancellation is received more than one calendar month from the date of the event
- 50% refund: If cancellation is received more than 15 days from the date of the event
- No refund: If cancellation is received less than 15 days from the date of the event

We reserve the right to charge an administration fee for cancellations.

For further details please contact the Bursar on 02072988807
A confirmation will be sent to you, and you will be invited to discuss the booking in detail to arrange preparation time and any other special requirements.

1. Hirer to provide a copy of public liability insurance cover.
2. The rooms normally available for general hire are the Main Hall, and classrooms.
3. The Main Hall is suitable for social events, rehearsals, large meetings, etc. Toilets are available adjacent to the Hall.
4. Classrooms are suitable for workshops or learning focussed activities.
5. Other facilities may be available upon request to the Head of School.
6. If the hirer is intending to use school equipment they must be shown by school staff the proper use and will be held responsible for any damages.
7. Hirers must leave the premises in the same condition as they are found. This refers to furniture, fittings and general cleanliness.

8. All external doors and windows must be secured, electrical appliances and lights turned off at the end of a hiring. The Facilities Management (or named member of staff) is responsible for setting the alarm.
9. Cleaning of premises - Hirer to leave premises in the same state of cleanliness as they were found. Failure to do so will trigger additional cleaning charges.
10. In the event of alcohol being consumed no glasses to be taken outside in the school ground – only plastic glasses are allowed.
11. If the hiring is for a private meeting or gathering with no access to the general public, then theFacilities Management will normally unlock and lock up only.
12. The hirer will be responsible for the premises in the event that the Facilities Management is not required to be present, but will be responsible to the Facilities Management if he is required to be present.
13. The hirer must sign a letting agreement form after agreeing to the conditions of hiring including a statement of costs.
14. The hirer may cancel a booking. Deposit and or hire fees will be refunded based on the cancellation rules listed in the application form.
15. The Head of School and Bursar reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside the control and to return to the hirer any monies paid by way of deposit but the governors shall not be under any liability to the hirer for loss or damage they may sustain arising out of such termination.
16. The kitchen facilities can be hired by arrangement. The kitchen must be left clean and tidy.
17. Any damages to the premises, facilities and equipment, will be paid for by the hirer.
18. Unless part of the hire - no access to other classroom areas will be permitted.
19. The school does not have drinking, music, dancing or singing licences and the hirer must apply for temporary licences to the appropriate authorities. The hirer shall ensure that any conditions attached to such licence or permission are complied with.
20. Furniture must not be taken from the classrooms without prior agreement.
21. The school is a “No Smoking” site. No Smoking is allowed on the premises, including the external areas.
22. The hirer must visit the premises prior to the letting in order to familiarise themselves with the premises. The hirer is required to conduct a risk assessment prior to the letting taking place and provide the school with a copy.
23. Refuse bins will be provided and rubbish should not be placed elsewhere.
24. Free setting up time within the school day may be permitted by prior arrangement with the school.
25. The school accepts no responsibility for any loss or damage to property left on the School premises after the hiring.
26. The hirer must not block any exits nor place obstructions on the corridors and ensure access is clear for emergency services.
27. Additional lighting or extensions from existing lights must not be used without prior consent from the Facilities Management.
28. Any electrical appliances used by or on behalf of the hirer must have been checked for electrical safety and appropriate certificates shown to the school to confirm that it complies with the Electricity at Work regulations.

29. No fixings should be attached to the walls or floor, but the fixing of additional material to the walls or floor can be carried out by arrangement with the school.
30. There is no Parking available at the premises.
31. The governors, their officers, servers and agents reserve the right to entry to every part of the premises at any time when duly authorised to enter.
32. The hirer is not permitted to sublet the premises. The premises can be used only for the purpose outlined in the application.