



Lettings Policy

Policy author / date:	Deputy Director of Estates & Facilities	26 April 2024
Last reviewed by / date:	Director of Estates & Facilities	November 2025
Approved by / date:	Finance and Premises Committee	4 December 2025
Review period:	Annual	
Next review due:	Summer term 2026	
Version:	4.0	

Current version	Previous version	Summary of key change(s) since last version:
4.0	3.0	<ul style="list-style-type: none"> Slight amendments to satisfy planning condition for the new schools (Great Park Academy/Callerton Academy) and change to weekend opening hours following trial Updated prices for 2025/26

LETTINGS POLICY AND CONDITIONS OF USE OF SCHOOL PREMISES POLICY

Gosforth Group welcomes community use of school facilities however the priority use remains with the needs of the students within the Gosforth Group.

This policy will be reviewed as required by the Board of Trustees.

The following spaces will be available for hire however there will be occasions when these spaces are not available due to curriculum, weather or other issues. Hirers will be notified of unavailable dates at the time of booking whenever possible.

	Gosforth Academy	Jesmond Park Academy	North Gosforth Academy	Gosforth Junior High Academy	Great Park Academy (available from 1/9/25)	Callerton Academy (available from 1/9/25)
Outdoor pitches for football and rugby	✓	✓	✓	✓	✓	✓
3G floodlit pitch for football and rugby	✓	✓				
2G floodlit pitch for football, netball and hockey		✓				
Outdoor tarmac area including handball, netball.	✓	✓	✓	✓	✓	✓
Indoor sports hall	✓	✓	✓	✓	✓	✓
Gymnasium	✓	✓	✓			
Dance studio	✓	✓			✓	✓
Theatre / assembly hall	✓	✓	✓		✓	✓

Classroom	✓	✓	✓	✓	✓	✓
-----------	---	---	---	---	---	---

The facilities will be available from 5pm after each school day, from 9am during school holidays and weekends. Bookings will end at 9pm each weekday and 6pm on a weekend.

Bookings will be encouraged from clubs and societies covering sport, dance, theatre and music. Bookings will also be encouraged from unaffiliated groups who wish to book space for regular activity. Commercial enterprises will be allowed to book space to undertake tuition, classes and camps.

All bookings will be made and paid in advance, by non-cash methods, accepting the general conditions of use as detailed below. Block bookings will be made per term, with three terms being bookable at any once. The incumbent hirer will have priority for booking after which block bookings will be allocated on a first come first served basis. The preference will be for block bookings however casual bookings can be made for any gaps in the programme which can be made two weeks in advance and must be paid for at the time of the booking. The bookings will be undertaken through an online portal supervised by the Lettings Co-Ordinator.

Block bookings will not be cancellable by the hirer and any one-off event booking must give at least a months' notice if they wish to cancel their booking otherwise they will be responsible for the payment of all agreed costs.

The Lettings Co-ordinator will promote the use of the school premises with the support of the Trust's Marketing Officer.

Pricing will be reviewed annually to be agreed with the Director of Estates and Facilities. The principle of the pricing review will be:

- To be competitive with similar facilities in the area.
- To maximise income generation.
- To maximise the use of the facility.

It is essential that community use of school facilities is self-financing ensuring that no resources are diverted from the educational needs of our students. The lettings function is operated as its own cost centre enabling monitoring of its financial performance. To preserve the facilities in as good a condition as possible and it is important that all users follow advice and conditions of use.

Community use will be managed by the Estates and Facilities team. The school's Facility Manager will be responsible for the operation of the lettings as well as the facilities management of the whole school site. The Facility Manager is also responsible for the security of the school and promoting good relationships with local residents. Lettings at Jesmond Park and Gosforth Junior High Academies will be managed by the PFI/BSF FM providers however the bookings process will be managed through the Lettings Co-ordinator.

Community use areas are, ideally, secured from the teaching areas of the school however managed access can be arranged through the Lettings Co-ordinator

should the need arise. Those using the facilities will have access to the school's car park and should access the building through the "Sports Entrance".

Conditions of use

1. Any damage to the building, grounds, rooms, equipment, fixtures and fittings must be reported to the staff on duty. The hirer will be liable to pay the amount of such damage assessed by the Gosforth Group.
2. The hirer must obtain all necessary permissions or licenses from appropriate authorities that may be required for bookings / events they wish to hold. Advice on this is available from the Lettings Co-ordinator.
3. The hirer is responsible for the supervision, behaviour and safety of those attending any activity they organise, this includes minimising trip and slip hazards, crowd control, noise levels and general behaviour. Addressing these and any other safety issues should form part of the hirer's risk assessment for the event or activity.
4. The nature of certain activities may require the hirer to provide additional documentary information, i.e., proof of qualifications, DBS clearance and risk assessments. The Lettings Co-ordinator will provide details of any additional documentary information required at the time of the booking.
5. Any organisation making a block or event bookings must provide a copy of their public liability insurance schedule, which should have cover of at least £5m, at the time of booking which covers the dates of the booking.
6. Block bookings are not cancellable, and any one-off event booking must give at least a month's notice if they wish to cancel their booking otherwise, they will be responsible for the payment of all agreed costs. Online bookings can be cancelled with 48 hours' notice.
7. All activity must be played on the courts or pitches allocated.
8. The booking time is 55 minutes per session. This includes time for equipment to be set up, taken down or stored, and for all participants to leave the premises by the end of the booked period.
9. Use of items of school equipment may be permitted and the charges for such items will be negotiated at the time of arranging the letting. Costs include the use of the changing rooms, if required.
10. Adverse weather conditions may occasionally affect the safety of our external sports areas. We will do our best to inform you when facilities are unsafe for use, but weather can change quickly. It is therefore the responsibility of the hirer to continually assess the condition of the playing surface and any spectator areas, and to curtail or cancel an activity when weather conditions compromise safety in any way.
11. All users must familiarise themselves with evacuation procedures that are displayed. Each sign will identify the route to safety and assembly points. Hirers

must take charge of their groups during any evacuation and follow the instructions given by staff.

12. The hirer must ensure that all the rules of use of each facility area, as displayed, are followed. The activity could be stopped if these rules are not followed.

13. All accidents and incidents must be reported to the staff on duty immediately.

Annex 1 Cost for hire of premises

Casual bookings including VAT

Hire per 55 minutes	Price
Badminton court	£9.50
Table tennis	£9.50
Sport@Gosforth Half sports hall	£38.00
Sport@Gosforth Full sports hall	£76.00
Sport@North Gosforth Sports hall	£38.00
Sport@Callerton Sports hall	£38.00
Sport@Great Park Sports hall	£38.00
Activity / Dance studio	£25.00
Gymnasium	£25.00
Main school assembly hall	£25.00
Classroom	£20.00
3G 1 lane	£40.00
3G Full pitch	£100.00
Grass pitch	£25.00
Outdoor Netball court	£10.00
Outdoor Tennis court	£7.50
MUGA	£30.00

Block bookings (10 + Sessions) are charged at the above rates excluding VAT.