

School Lettings Pricing Structure – 2025–2026

All rates are per hour unless otherwise stated. Discounts and add-ons are listed at the end and subject to availability.

Please note that all bookings are subject to change and UCC reserves the right to cancel reservations at any time without notice.

Classrooms & Meeting Spaces

Facility	Community Rate	Commercial Rate
Standard Classroom (30 capacity)	£18	£25
ICT Suite / Specialist Room	£25	£35
Large Meeting Room / Staffroom	£30	£40

Sports Facilities

Facility	Community Rate	Commercial Rate
Sports Hall (full size)	£40	£55
Dance Studio / Activity Room	£30	£40
Badminton Court (per court)	£12	£18
ATP (Full Pitch)	£60	£80
ATP (Half Pitch)	£35	£45
ATP (Third Pitch)	£30	£35
Netball Court (outdoor)	£14	£30
Tennis Court (per court)	£12	£18
Grass Pitch (per match/session)	£25	£35
MUGA (Multi-Use Games Area)	£35	£45

Halls & Performance Spaces

Facility	Community Rate	Commercial Rate
School Hall (assembly/event use)	£30	£45
Dining Hall with Kitchen Access	£25	£50
Drama Studio / Rehearsal Space	£34	£40

Facility Add-ons (Per Booking/Session)

Facility Use	Charge
Changing Rooms (with showers)	£10 per group
Toilets Only (e.g. for field users)	£5 per group
Car Park Hire – up to 25 spaces	£20 per hour
Full Car Park Hire – up to 60 spaces	£40 per hour
Car park - Event Day Rate	£120.00 Flat rate
Overflow parking / field area parking	£25.00 per session
PLEASE NOTE ANY ADDITIONALS ARE SUBJECT TO AVAILABILITY	

Additional Charges

Service	Cost
Site Staff Outside Core Hours	£30/hour
Cleaning Fee (post-event, if needed)	£50–£75 flat
Catering	On enquiry
AV/Technical Support	£25/hour
Refundable Security Deposit	£150–£250
PLEASE NOTE ANY ADDITIONALS ARE SUBJECT TO AVAILABILITY	

Discounts

- 10% off for termly block bookings (10+ sessions)
- 15% off for registered charities or school-linked community groups
- 5% off for bookings of multiple facilities in a package



UPPINGHAM COMMUNITY COLLEGE LETTINGS

CONDITIONS OF HIRE

UPPINGHAM COMMUNITY COLLEGE
LONDON ROAD
UPPINGHAM
RUTLAND
LE15 9TJ TEL
01572 823631

EXTERNALLETTINGS@UCC.RUTLAND.SCH.UK

Terms and Conditions for School Facility Lettings

1. General Information

- The completion of a booking request form does not confirm the hire.
- All bookings are subject to school approval and availability.
- The school reserves the right to cancel any booking with reasonable notice or immediately in an emergency.

2. Payment

- Full payment must be made in advance of the booking date.
- If payment is not received, the school reserves the right to cancel the booking.
- Cancellations must be made in writing at least 7 days before the event. Refunds will not be issued for late cancellations.

3. Insurance and Documentation

- All hirers must provide evidence of public liability insurance with a minimum of £5 million cover.
- A risk assessment must be submitted for the activity being carried out on the premises.
- If children or vulnerable adults are present, safeguarding policies and DBS evidence must be provided.

4. Use of Premises

- Hirers must use only the agreed areas and respect access times.
- Smoking, alcohol, and illegal substances are strictly prohibited anywhere on school premises.
- The premises must be left clean and tidy, and any furniture or equipment returned to its original position.
- Any damage or additional cleaning required will be charged to the hirer.
- The school reserves the right to terminate hire due to misuse or breach of these terms.

5. Responsibility for Supervision

- Hirers are responsible for the supervision, safety, and behaviour of all participants and attendees.
- The school does not provide staff or supervision during the hire.

6. First Aid and Medical Responsibility

- Hirers are responsible for providing their own first aid provision during the hire.
- The school does not provide first aid equipment or personnel for lettings.
- The school accepts no responsibility for injuries sustained during the hire.
- It is the hirer's duty to ensure adequate first aid cover is in place for their activity/event.

7. Access and Security

- Access instructions will be shared upon booking approval.
- The hirer must not prop open fire doors or tamper with school security.
- Any access outside of agreed times may incur additional charges or result in security call-outs.

8. Safeguarding

- If children or vulnerable adults are involved in the booking, the hirer must:
 - Have appropriate safeguarding policies.
 - Provide evidence of DBS checks for all supervising staff.
 - Ensure supervision ratios are adequate.

9. Equipment and Furniture

- Use of school equipment must be agreed in advance.
- School property must not be removed from the premises.
- Any damage to equipment or facilities will be charged to the hirer.

10. Indemnity

- The hirer shall indemnify the school against any loss, claims, or damages arising from their use of the facilities.
- The school will not be liable for loss or damage to any property brought on to the premises.

Declaration

By signing/submitting the form, the hirer confirms that they:

- Have read and understood these Terms and Conditions.
- Agree to abide by all responsibilities and rules as stated.
- Accept full liability for the conduct and safety of their group while on site.

UPPINGHAM COMMUNITY COLLEGE TERMS OF HIRE

1. General

- 1.1 Premises may only be used for the purpose for which they have been hired. Uppingham Community College Governors have agreed to allow the College's facilities to be hired by the community and general public at the following times: -

School Terms/School Holidays: Weekdays 5:00PM – 9:00PM (excluding Bank Holidays), Saturdays 9:00AM – 12:00PM and Sundays 10:00AM- 1:00PM.
Bookings will be on the hour only unless special arrangements are agreed.

- 1.2 A booking will only be accepted, subject to availability, upon completion of the booking form and signed indemnity.
- 1.3 Failure to comply with the conditions of hire may incur additional charges. There shall be no variations of these conditions without the prior approval of the College
- 1.4 The Principal on behalf of the Governors reserves the right of entry to the hired premises for any authorised officer of the College who is carrying out official duties.
- 1.5 In the event of breach of any of these regulations, the Business Director reserves the right to cancel the letting without notice.

2. Fees

- 2.1 Fees for hiring College premises shall be in accordance with the scale of charges. Further charges may be levied if additional personnel or running costs are incurred by the hiring of the premises and a charge may be applied for large room set ups. These fees are subject to revision from time to time without notice.
- 2.2 The College has the authority to waive or reduce the fee in appropriate circumstances.
- 2.3 For block bookings invoices are payable termly in advance and in accordance with the College's payment terms unless otherwise agreed with the Finance Manager
- 2.4 All outstanding payments must be cleared at the end of each term for further details please contact the finance department on finance@ucc.rutland.sch.uk
- 2.5

3. Cancellation

- 3.1 A notice of cancellation needs to be given to the Premises Manager on sitestaff@ucc.rutland.sch.uk before noon on the day of the cancellation, otherwise you may still be charged the full amount quoted.
- 3.2 The College reserves the right to amend a booking where there is a conflict with a statutory Academic date, which we are required to abide by.
- 3.3 On rare occasions, where a room unexpectedly closes due to circumstances beyond our control, we will endeavour to inform you at the earliest opportunity. In this event, every effort will be made to offer a solution to facilitate your booking.
- 3.4 ATP: Due to the playing surface of this area, extreme weather conditions may cause sessions to be cancelled eg: ice/snow. please request permission from the Premises Manger via email sitestaff@ucc.rutland.sch.uk if you wish to cancel your session so that a refund can be authorised.
- 3.5 In order to ensure a smooth transition between clients, may we remind you to please leave on time. This will prevent any frustrations with clubs over running. Failure to leave on time will incur a late fee. (1 Hr Booking = 55 Minutes Play).
- 3.6 Due to the Mock Exams in January and Summer Exams in May and June the Sports Hall may be closed, we will release the dates as soon as they have been finalised. We will also try our best to minimise cancellations and offer alternative rooms.

4. Insurance

- 4.1 The hirer shall be liable for all damages to the premises arising from the hiring howsoever and whomsoever caused, and shall indemnify the Governors against all loss, damage and expense. Any damage caused shall be reported

to the site team immediately as it occurs, and shall be confirmed in writing to the College within 10 days via email to the Facilities Manager, externallettings@ucc.rutland.sch.uk or sitestaff@ucc.rutland.sch.uk.

- 4.2 All hirers should ensure that they have adequate public liability and where appropriate employer's liability insurance with a minimum limit of £5M. Please return a copy of your insurance document with the booking form.

5. Use of Premises

- 5.1 The purpose of hire must be submitted to and approved by the College in advance of booking confirmation.
- 5.2 No smoking (including E-Cigarettes) will take place on the College premises.
- 5.3 No animals other than guide dogs are permitted on the College premises at any time.
- 5.4 The hirer shall ensure that any equipment intended to be brought into/left on the premises and used is safe and meets the standards of any statutory requirements. This includes PAT testing of electrical equipment.
- 5.5 Fireproofing of all scenery, props etc. to be used in any performances in accordance with instructions issued by the Licensing Authority.
- 5.6 The hirer will be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the College against any infringement of copyright.
- 5.7 The hirer shall "at the end of the hire period" leave the premises in a clean and orderly state. Failure to do so may result in a charge for cleaning at commercial rates & where applicable, paid for by the deposit.
- 5.8 Footwear used on the ATP must be clean prior to entry to the site, metal studs and blades of any sort must not be worn
- 5.9 Access to the pitch must be made from the paths to reduce soiling.
- 5.10 Sports Hall – outdoor shoes should be changed to clean indoor shoes on entry to the sports hall.
- 5.11 No food, gum or sweets is permitted within the sports hall or ATP
- 5.12 No junior groups should enter the sports hall until adult supervision has arrived.
- 5.13 Heating settings must not be altered. Site staff should be contacted if changes are required.
- 5.14 The hire of premises does not include the use of any College equipment within the premises unless specified, nor permit entry to, or use of, any space not agreed upon in advance.
- 5.15 The College reserves the right to refuse a particular activity if it is felt it is not appropriate use of the facility or is not compatible with the College's equal opportunity policy.
- 5.16 Events will be assessed beforehand to determine the amount of site staff required; the staff required will be charged accordingly.

6. Health & Safety

- 6.1 The Hirer must carry out appropriate risk assessments for their event(s) and a copy must be provided to the College on request.
- 6.2 The Hirer shall comply with all rules and guidance displayed/issued and shall take all reasonable steps to ensure the health & safety of the individuals using College premises. Any accidents occurring during the hiring must be reported to the College in writing, within 48 hours of the event via email to externallettings@ucc.rutland.sch.uk
- 6.3 Hirers should familiarise themselves with the location of escape routes, fire extinguishers, fire alarms, exit doors and emergency procedures and the location of the Automated External Defibrillator (AED)
- 6.4 Only approved equipment may be used on College premises and the College retains the right to prohibit the use of any equipment it deems to be unsuitable at its sole discretion.
- 6.5 It is the hirers' responsibility to ensure that staff have undergone appropriate checks and clearance procedures,
e.g. DBS (previously CRB) if the group consists of children under of the age of 18 or vulnerable adults.
- 6.6 Hirers are responsible for arranging first aid cover for their event. Cover for large events can be arranged through St John Ambulance or the Red Cross. They will make a charge for their services.

COLLEGE HEALTH AND SAFETY NOTICE

This notice is an abridged version of the Health and Safety Policies in force at the College with documents available on request. The main points to note are:

In the event of a **FIRE**, the fire alarm sounds continuously and you are required to leave the building immediately in an orderly fashion without returning to collect belongings. Follow the Fire Exit signs and congregate at designated assembly points until further instruction.

The College operates a strict **NO SMOKING** policy (this includes E-Cigarettes). Smoking is only permitted outside of the school premises on London Road

If you are in need of any emergency assistance whilst in the College, please speak to a member of the site staff.

7. Licensing

- 7.1 Where a license is required for any purpose proposed by the hirer for use of the premises, this shall be notified to the College and a copy of the license supplied at the time of submitting an application.
- 7.2 The hirer shall strictly observe the conditions of any license agreement granted in respect of the hired premises.
- 7.3 For lettings involving a play, music, dancing or film show, a public license may be required. The hirer must check with the licensing authority.
- 7.4 The sale of alcohol on College premises is permitted:
 - a) Only if it is approved by the Principal; and
 - b) where appropriate, subject to obtaining a license to sell alcohol

School Facility Lettings Contract

This Lettings Contract is made between the School (hereinafter referred to as 'the School') and the Hirer (as detailed below), for the hire and use of school premises under the terms set out in this agreement and the accompanying Terms and Conditions for School Facility Lettings.

1. Hirer Details

Full Name: _____

Organisation Name (if applicable): _____

Email Address: _____

Phone Number: _____

Address: _____

2. Booking Details

Facility/facilities requested: _____

Purpose of Hire: _____

Date(s) of Hire: _____

Start Time: _____ End Time: _____

Is this a recurring booking? Yes No

If Yes, provide details: _____

3. Attendance

Estimated Number of Attendees: _____

Will children or vulnerable adults be present? Yes No

4. Additional Requirements

Access to toilets/changing/kitchen facilities required? Yes No

If Yes, please specify: _____

5. Insurance and Documentation

Public Liability Insurance Provided (min £5m)? Yes No

Risk Assessment Submitted? Yes No

Safeguarding Documentation Provided (if applicable)? Yes No

6. First Aid Responsibility

The Hirer acknowledges that they are solely responsible for providing first aid cover for the duration of the hire. The School does not provide first aiders, equipment, or accept any liability for injuries sustained during the hire.

7. Fees and Payment

Hire Fee: £ _____

Payment Due By: _____

8. Agreement

By signing below, the Hirer agrees to the terms set out in this Lettings Contract and the School's Terms and Conditions for Facility Hire, which form part of this agreement.

Signed on behalf of the School:

Name: Alison Hewitt

01/09/2025

Signature: _____



Date: _____

Signed by the Hirer:

Name: _____

Signature: _____

Date: _____