



LETTINGS POLICY – HIRING OF SCHOOL PREMISES

Written By:	Headteacher
Approved By:	Full Governing Body
Last reviewed on:	November 2025
Next review on:	November 2026

Contents

CONDITIONS OF USE	3
GENERAL CONDITIONS.....	3
HEALTH AND SAFETY/REFUSAL and CANCELLATION	4
ADDITIONAL FACILITIES	5
COPYRIGHT AND PUBLIC PERFORMANCE LICENCES	6
ADMINISTRATION FEE.....	6
DAMAGE.....	6
38. The Hirer agrees to pay the school on demand the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring....	7
TERM OF LEASE	7
LETTING COSTS.....	7
PUBLIC LIABILITY INSURANCE	7
MAIN POINTS TO CONSIDER	7
SAFEGUARDING	8
MEDICAL AND ALLERGIES	9
COLLECTION FOR PAYMENTS FROM ATTENDEES AND REGISTERS	10
Process if the school is collecting payments from attendees.....	10
APPLICATION FORM.....	10

CONDITIONS OF USE

The use of Education premises owned by the Local Authority is permitted under the following conditions, which may change from time to time.

GENERAL CONDITIONS

1. The Hirer and Guarantor, who both must be over the age of 18 years, must sign the application form.
2. Payment for hire must be paid within 30 days after lettings invoice is issued.
3. The Hirer shall be entitled to cancel the proposed letting providing at least a half terms notice is given to the school prior to the proposed date of letting. If written notice is received by the school less than 30 days prior to the proposed date the letting fee shall be refunded on at the discretion of the Headteacher
4. The school reserves the right to:
 - a. Cancel the letting at any time without reason and, in such event, shall not be liable for damages or otherwise in respect of such cancellation.
 - b. Cease the letting if the hirer fails to comply with the fire, health and safety, safeguarding and other compliance regulations including employment and Right to Work in the UK.
5. The hirer shall not assign or sublet the premises or any part of the premises.
6. Authorised Officers (Headteacher, Deputy Headteacher, Assistant Headteacher, Premises Staff and SBM) of the school may enter the premises at any time for any reason during the period of the letting.
7. The hirer is responsible for the area of the premises hired and access and egress routes for the period of hire.
8. All hirers must familiarise themselves with the school's emergency evacuation procedures, which will be provided during booking confirmation. Hirers must ensure that their attendees are aware of evacuation routes and procedures.
9. It is the responsibility of the hirer to ensure that the accommodation used is left in a clean, neat and tidy condition. If in the opinion of the Site Supervisor the premises are not left clean, the Site Supervisor will clean the premises and the cost will be recovered from the hirer.
10. When classrooms/library/ICT Suite are hired for use the hirer will be responsible for ensuring that pupil's property, work and school equipment is not interfered with in anyway.
11. Any damage, litter or disorder upon your arrival to the premises should be reported to the Site Supervisor on site.

12. When you specify the time required for the lettings, please include the preparation time and clearing up time you require.
13. The premises may normally be used only between:
14. 7.30 am to 10.00 pm – Monday to Friday inclusive
15. No intoxicating liquor shall be included in the refreshments available at any function held on school premises without the written consent of the school. The hirer shall not sell intoxicating liquor on the premises without the written consent of the school and the hirer shall previously obtain any necessary licences and approvals which shall be produced to the school prior to the date of hire.
16. No adaptations, modifications, or additions may be made to any part of any installations without prior consent in writing of the school and any alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the school and shall be reinstated forthwith at the expense of the hirer to the school's satisfaction.
17. No additional staging, curtaining or scenery may be erected without the previous consent in writing to the school and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the school and shall be reinstated forthwith at the expense of the hirer to the school's satisfaction. All curtaining or scenery shall be rendered non-flammable. Stage scenery and other effects must neither be brought on to the school nor taken away while the premises are in normal use. Storage facilities cannot be provided. Any property not so removed by the hirer may be removed by the school at the hirer's risk. The cost of such removal, together with the school's storage charges being recoverable from the hirer.
18. Bills of announcement of meetings or any form of advertising of forthcoming events taking place in the school may only be displayed on the school's premises by agreement with the Headteacher.
19. The hall may not be hired for political meetings.

HEALTH AND SAFETY/REFUSAL and CANCELLATION

20. The school has the right to refuse letting of premises to any organisation if it endangers community cohesion or appropriate use of school premises.
21. There will be NO SMOKING or Vaping on the school site.
22. Permission to use the premises will not be granted if in the opinion of the school it is likely that the occupation would create unreasonable disturbances or inconvenience

- to the school and our residents in the neighbourhood or interferes with any existing occupation or with school activities. The Governors decision is final.
23. The hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss, or damage to any person or property on all occasions during the hire.
 24. The hirer must arrange for an adequate number of trainers/stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application form or stipulated in the acceptance.
 25. Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of the organisation may enter the premises unless the hirer is present on the premises and members of the organisation may remain on the premises only as long as the hirer or his deputy is present on the premises.

ADDITIONAL FACILITIES

26. Chairs and furniture may not be removed from classrooms or staff rooms without written permission of the Headteacher. Chairs located in halls are included in the hiring charge. Additional chairs can be provided at the appropriate hiring fee shown in the Scale of Charges. Chairs must not be removed from the school for use on playing fields or playgrounds unless prior approval has been obtained from the school.
27. The use of school gymnasias and equipment will be granted only at the discretion of the school and subject to a qualified instructor being present to ensure the safety of users and that the efficiency of the gymnasium is not impaired for the school use.
28. The use of school facilities, such as audio visual equipment, computer equipment, etc, is not allowed without the permission of the Headteacher. Any additional facilities required by the hirer shall be paid for by the hirer and not by the school.
29. The school must be advised if food will be brought onto the premises. The school's kitchen facilities are not available for use at all.
30. The use of the school car park is permitted for parking cars provided there is space. Cars cannot be parked in the playgrounds or the field.
31. The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed as they may make the floor dangerous for normal use.
32. Whilst the use of the chairs and the standard stage are included in the price. Should you wish to use the stage extension, there will be an added cost.

33. Insurance cover has been effected against claims for loss or damage which the school may sustain through use of the premises, including cost of damage and the injury or death of any persons. The schools policy does not cover use for commercial or political purposes.
34. All hirers must arrange their own insurance cover against claims by the school for loss or damage or claims by other persons for loss, damage, injury or death. The school has the right terminate any long term agreement if there is unacceptable damage to the school buildings or environment.

COPYRIGHT AND PUBLIC PERFORMANCE LICENCES

35. The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. A hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1933.
36. No lecture, play, opera, dramatic, musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid. No performance of any recording on disc or tape, etc, in which any copyright subsists shall be given on the premises unless the previous consent of the Performing Rights Society (www.prsformusic.com) or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his own enquiries as to the existence of any such copyright as aforesaid.
37. The hirer and guarantor shall indemnify and keep indemnified the school from and against all costs and claims and demands which may be made against the school for any breach or infringement of copyright.

ADMINISTRATION FEE

38. The use of the premises by the school for school functions shall not be subject to paragraphs: 1, 3, 4, 14, 26, 27, 28, 29, 30, 35, 36.

DAMAGE

39. The Hirer agrees to pay the school on demand the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring.
40. These conditions which supersede all previous conditions relating to the occupation of school premises outside normal hours.

TERM OF LEASE

41. All long term leasing agreements will be reviewed on a two year basis. Charges will be reviewed on annual basis.

LETTING COSTS

Location	Hourly Rate
Main Hall	£35
Playgrounds and Field	£35
ICT Suite (includes the use of the computers in the room)	£75
Sunshine Room	£35
Library	£75

- Day rates can be discussed with the head teacher and SBM.
- **If Hirers Public Liability insurance is required add 7% is an additional charge**

PUBLIC LIABILITY INSURANCE

42. For long term lettings public liability insurance is mandatory to cover yourself and guests from any accidents. A minimum of £5 million insurance is required by your company. A copy must be submitted to the school office.

MAIN POINTS TO CONSIDER

- You must leave on time.
- You must leave the accommodation used in a clean, neat and tidy condition.
- No parking of cars on the playgrounds or on the grass.
- Please be considerate to the neighbours of the school by keeping noise levels down and leaving quietly late at night.
- The hall will not be let after 10.00 pm.

ACCESSIBILITY AND EQUAL OPPORTUNITIES

The school is committed to providing accessible facilities and promoting equal opportunities for all users. Any requests for accessible arrangements or adjustments must be communicated at the time of booking.

SAFEGUARDING

All external organisations wishing to hire the premises must provide evidence of their safeguarding policies and procedures, including recent DBS checks for staff, prior to confirmation of the booking. The school reserves the right to require additional safeguarding measures if deemed necessary.

43. The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.
44. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.
45. If there is a chance that those hiring the premises who will come into contact with pupils, for example, if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities):
 - There needs to be a staffing ratio of 1:10 present at all times unless otherwise previously agreed by the school.
 - The hirer needs to ensure they collect all relevant medical (i.e. allergies) and SEND information directly from the parents and make sure relevant provision is put in place for those children.
 - We will ask for confirmation that the hirers have had the appropriate level of DBS check.

- The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.
 - The hirer will be required to have appropriate first-aid training, and shall provide copies of these certificates on request to the school.
46. If the hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact any one of the following people as soon as possible: -
- Bindiya Bhudia (HT) – 07816 982198
 - Kerry White (Assistant Headteacher/SENDSCO) – 07949 278471
 - Rachel Dywer (DHT) – 07873 255601
 - Hetal Dattani (SBM) – 07590 403071
47. The hirer understands that if our school receives an allegation relating to an incident where an individual or organization is using our school premises to run an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

MEDICAL AND ALLERGIES

This applies to those hiring the premises who will come into contact with pupils, for example, if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities).

48. All children with allergies at the school have Red Allergy Bags containing their medication, which are stored in the Welfare Room. Depending on the time of the club, you can contact the following people for access to these red bags:
- For clubs before school:
 - Bindiya Bhudia (Headteacher) – 07816 982198
 - Kerry White (Assistant Headteacher/SENDSCO) – 07949 278471
 - For clubs during school hours:
 - Please contact Mrs. Patel in the Medical Room or reach out to the front office.
 - For clubs after school:
 - Mrs. Vaswani (After School Club Manager) – 07543 493554
49. It will be the clubs responsibility to ensure the parents and school have been informed of the incident and use of medication.

COLLECTION FOR PAYMENTS FROM ATTENDEES AND REGISTERS

This applies to those hiring the premises who will come into contact with pupils, for example, if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities). Please contact the SBM for any questions regarding payments.

Process if the hirer is collecting payments from attendees

50. It is the hirers responsibility to provide the school with accurate information regarding the dates and payment methods for the club in time to share with parents
51. All payments are collected by the hirer
52. All refunds are issued by hirer
53. It is the hirers responsibility to share accurate registers with the school before the club begin. They will also share any medical of SEND details shared by the parents.

Process if the school is collecting payments from attendees

54. The school will apply an administrative fee to all bookings.
55. All payments will be processed through Arbor.
56. Refunds will be issued by the school, following instructions from the hirer.
57. The school will have access to registers, medical, and SEND information stored on the school's MIS system. This information will be shared with the hirer prior to the club's start date.
58. It is the hirer's responsibility to provide the school with any additional information received directly from parents.
59. All payments made by parents will be transferred to the hirer within 30 days of the club's start date via BACS transfer. Lettings fees and the administrative charge will be deducted from this income.

APPLICATION FORM

- Those wishing to hire the premises should fill out and sign the hire request google form <https://forms.gle/teAnqXQBmSmUEcfK6>
- Approval of the request will be determined by the HT and SBM.
- If the request is approved, we will contact the hirer with details of how make payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The

hirer will also need to provide proof of its public liability insurance and safeguarding training and policies.

- All personal and sensitive information collected during the booking process, including safeguarding and medical data, will be handled in accordance with GDPR regulations and the school's data protection policy.
- We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

The school will conduct an annual review of this lettings policy, incorporating feedback from hirers and staff, to ensure ongoing effectiveness and compliance with statutory requirements.