



Lettings Policy

Responsibly	Headteacher
Date reviewed	March 2025
Next Review date	March 2026

1. Introduction

The Governing Body recognises the role of the school within the community and accepts the use of the school's premises for a variety of community and leisure purposes. Use of the school premises by the school, or on behalf of the school (e.g. PTA), are not subject to the charging elements of this policy. A copy of this policy will be sent with the booking form to the Hirer when the initial enquiry is made.

2. Access to Premises

No access will be given to parts of the building which may contain sensitive information about pupils or expensive school equipment. The maximum number of persons that can be admitted in the main hall for meetings is 150.

3. Charges




The Governing Body reserves the right to make a charge for the use of the school premises. The charge will vary according to the needs of the letting as laid out in the booking form. VAT is normally chargeable only on lettings of sports facilities (a concession may be available from H.M. Revenue & Customs if certain conditions are met). Persons who use the building will not be charged VAT unless they use electricity, heating or school equipment/appliances.

4. Application Procedures

- a) Application forms, available from the school, should be submitted to the school office at least two weeks before the first day of the proposed letting. In the case of block bookings, at least half a term's notice (seven weeks) should be given. This is to allow consideration of the application. The person signing the application form will be considered to be the Hirer. A reference may be taken up to ensure their legitimacy. The booking acceptance will be confirmed by returning the booking form to the Hirer with signatures from the Headteacher and Hirer.
 - b) Hirers are advised that they must also have adequate public liability cover of a minimum of £5m, as specified by HCC. Evidence of this must be provided together with the application form prior to hire.
 - c) All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body/Headteacher reserve the right to:
 1. refuse applications
 2. have a representative present at any function
- a) Letting fees are reviewed annually by the Headteacher.

5. Right of Termination

The Governors/Headteacher reserve the right to terminate any letting (even after the signing of the application form), at any time prior to the hiring where it is considered that the use of the premises is likely to occasion a very real risk of

-  disorder or damage
-  injury to persons or property
-  the reputation of the school.

The Governors also reserve the right to terminate any activity not properly conducted, or where complaints are received as to the use of the premises by the hirer.

In the event of the hiring being cancelled, there shall be refunded to the applicant any payment made in respect of the hiring and such refund shall be accepted by the Hirer in full satisfaction of any loss or damage caused by the cancellation and the Governors shall have no further liability in that respect. The school will give as much notice as possible if it feels it necessary to cancel a booking. A proportionate refund will be made in these instances to cover the school's costs. The L.A. and the school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

CONDITIONS OF USE

6. Security of the Premises

Entrance to the school will be via the Main Entrance. For security reasons, the school keys will not usually be available to the Hirer, although consideration will be made in the case of block bookings. References may be taken up. It will be the responsibility of the Hirer to ensure that the school premises are secure during the time they are in use. The entrance door must not be left open or ajar at any point during the hiring process. The Hirer will be responsible for manning the door allowing access to the school premises.

7. Use of Facilities

- a) Users of premises are asked to remember that the schools or colleges are primarily intended for the education of pupils or students and much trouble and work will be saved if the premises are treated with care and respect.
- b) The Hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.
- c) The Hirer shall indemnify the Governors from and against all cost, claims, expenses or damage incurred or suffered by the Hirer arising either directly or indirectly out of the use by the Hirer of the hired accommodation and equipment at the school.
- d) It is a condition of the hiring that no responsibility can be accepted by the Governors for loss of, or damage to, any private property which may be brought on to the premises as a result of the hiring.
- e) Smoking or vaping is **NOT ALLOWED** on any part of the School Premises (including grounds).
- f) The Hirer is responsible for ensuring that good order is kept on the premises.
- g) No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of the School premises. No articles may be fixed thereto and there shall be no structural alterations to any part of the premises or resources.
- h) The Hirer will be responsible for the proper use of any school facilities or equipment by agreement (specialist equipment is not generally available e.g.





projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings, or school equipment. The Hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.

- i) The Hirer shall ensure that all property brought onto the premises for the purposes of the hiring is removed before the expiration of the hiring. The Governors shall not be responsible for any property left behind and reserve the right to charge extra while it is on the premises.
- j) No slogans, advertisements, flags, emblems or decorations shall be displayed outside the School premises without the prior permission of the School. Even if permission is granted, the School reserves the right to remove any slogan, advertisement, flag, emblem or decoration displayed outside or inside the School premises if it considers these to be unlawful, unseemly or libellous, or expose the premises to an undue risk of fire or is likely to lead to a disturbance or breach of the peace.
- k) Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. The Hirer must ensure that all participants are aware of the fire procedures and that they know where the nearest fire exits and fire-fighting equipment are located. No fire appliances must be removed or tampered with. It is the responsibility of the Hirer to make provision for all First Aid.
- l) For security reasons, the Hirer will not have access to the school telephone. Hirers are required to have a mobile telephone for use in an emergency.
- m) Any lights or other electrical apparatus which shall be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- n) Animals, other than Guide Dogs, are not permitted anywhere on the school premises.
- o) No combustible materials are to be used within the school, except with the express approval of the Governing Body/Headteacher.
- p) The caretaker will be consulted regarding requests for lettings so that heating/lighting can be arranged and exterior lights left on, as appropriate.

- q) The school reserves the right to levy an additional charge to cover cleaning, damage or replacement.

8. Licences

There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and the Hirer must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and LA against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

-  Theatre licence
-  Copyright/Royalty licence
-  Cinematography licence
-  Music, Singing and Dancing

Alcohol may not be sold on the premises. Unconsumed beverages or food on site must be removed from the premises immediately after the function has ended.

All legal requirements of Gaming and Lotteries legislation shall be observed without infringement.

Incident, fire or near miss

Following these the hirer is required to complete any forms the school may require.

In the event of an incident, the Hirer will call the appropriate emergency service and then as soon as possible advise the given contact as indicated on the hirer's application form.

9. Cancellations (By the Hirer)

Cancellations should be made in writing at least 48 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. Cancellations during school holidays should be advised to the school within two working days to avoid charges.

LETTING FEES

Charges for the hire of school premises are as per the attached appendix. There is a minimum expectation that the hall will be hired for 2 hours or more. Long term bookings are welcome and the school retains the right to vary these charges accordingly. Long term bookings will be invoiced monthly, in advance, and must be paid within 30 working days of receipt.

Contract I hereby confirm that I have read and agree to the terms and conditions as set out in the Lettings Policy and understand my responsibilities as a Hirer.

Hirer Signature: _____ Date: _____

School Signature: _____ Date: _____
(Headteacher or Governor overseeing lettings)

Chambersbury Primary School



APPLICATION TO HIRE ACCOMMODATION

Name of Organisation:	
Name and address of person responsible for the function:	
Nature of Function:	
Name and address of person to whom account should be sent:	
Daytime telephone number:	
Accommodation required:	
Date (s):	
Hours required:	
From:	To:
School Emergency Contact:	
Name:	Phone:

I have read the term and conditions under which accommodation and services can be provided at Chambersbury Primary School and agree to the rules of letting as stated in the said document.

Signed: Date:

Please complete and sign. Return completed form to the School Office or Headteacher

For school use only:

It is confirmed that the accommodation required is available for the times and dates requested.

Agreed Rate.....

Approved: Date:

Signature: (Head)



HIRE CHARGES

Hall Bookings - Midweek

Minimum Booking - 2 hours	£75
Additional Hours	£25 per hour or part of

Hall Bookings - Weekends

Minimum Booking - 2 hours	£125
Additional Hours	£25 per hour or part of

Playground/Field or part of – minimum of 2 hours	£5 per hour
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Rates will be reviewed annually

Discretionary rates can be offered to new letting

Public liability insurance to be obtained and certificate produced by Hirer to the school.