



Lettings Policy

Date Adopted by Governors: 08/10/2025

Date of next Review: Autumn Term 2026

Introduction

A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation. A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents’ meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s delegated budget. The school’s delegated budget will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school’s budget.

At Asquith Primary School the Small Hall, Sports Hall, Astro turf and Community Room may be available for hire by outside bodies at times when not normally required by the school.

Implementation

The Head Teacher is responsible for the management of lettings, in accordance with the school’s policy. Where appropriate, the Head Teacher may delegate all or part of this responsibility to the School Office Manager, whilst still retaining overall responsibility for the lettings process. If there are any concerns about whether a particular request for a letting is appropriate or not, the School Office Manager will consult with the Chair of the Finance and Personnel Committee, who is empowered to determine the issue on behalf of the school.

The Administrative Process

Organisations seeking to hire the school premises should approach the School Office Manager, who will identify their requirements and clarify the facilities available. All requests must be made by completing an application form (Appendix 1) and submitting to the school. The application will be signed and approved by the Head Teacher, who will certify that the accommodation is available, and the Site Manager has been notified. The school has the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved, a letter of confirmation (Appendix 2) will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement (Appendix 3). The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the school's current scale of charges. (All payments must be made in advance in order to eliminate any possible bad debts.) The cost will include a deposit against any damage or breakage to fixtures, fittings or equipment.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees received will be paid into the school's bank account, in order to offset the costs of services (which are funded from the school's delegated budget). Income and expenditure associated with lettings will be regularly monitored and reported to the Governing Body.

Lettings Fees

The Governing Body is responsible for setting charges for the letting of the premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of school equipment (if applicable); Profit element (if appropriate).

The specific charge levied will be reviewed annually, during the Spring Term, by the School Office Manager and presented to the Finance and Personnel Committee, for implementation from the beginning of the next financial year. Current charges will be provided in advance of any letting being agreed.

Letting charges for the use of the Small Hall/Sports Hall /Community Room/ Astro turf and toilet facilities:

Location	Initial Hourly Hire Charge	Subsequent hourly charge	AV Equipment (Projector / Screen / Audio)
School Small Hall	£46.00	£23.00	£6.00
School Sports Hall	£46.00	£23.00	N/A

School Community Room	£46.00	£23.00	N/A
School Astroturf	£41.00	£18.00	N/A

(Letting charges of more than 1day can be negotiated with the Head Teacher)

At least 7 days notice of the cancellation of a letting should be given to the Head Teacher. Failure to do so will result in 50% of the charge being retained by the school.

Public Liability and Accidental Damage Insurance

Any organisation submitting a lettings request for an activity where a fee is charged, must prove that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £2 million.

Safeguarding

Any organisation submitting a lettings request involving working with children; young people or vulnerable adults must submit to the school a signed copy of their current Safeguarding Policy along with their Initial Request Form.



Appendix 1

Application for Hire - Asquith Primary School

Name of Applicant (the hirer):

.....

Address:

.....

.....

Telephone Number:

.....

Name of Organisation:

.....

Activity of Organisation:

.....

Date of hire:

.....

Start Time:

Finish Time (please allow time for your preparation and clearing up):

.....

Area to hire (please select): Small Hall / Sports Hall / Community Room/ Astro Turf

Use of School Equipment (please specify your requests):

.....

.....

.....

Details of any equipment to be brought in (include electrical equipment):

.....

.....

.....

.....

Maximum number of participants:

.....

Age range of participants:

.....

Number of supervising adults:

.....

Where applicable have DBS checks been carried out? YES / NO

When? (if applicable):

By whom?

Please provide evidence in the form of original documentation (not photocopies)

Does the hirer have appropriate policies / procedures to ensure the safeguarding and child protection? YES / NO

Please provide copies of all relevant information.

The Hirer confirms that, where appropriate, adequate and appropriate insurance cover is in place for the activity to be

carried out by producing the schedule of insurance cover (see Terms and Conditions for further details).

The Hirer confirms that arrangements are in place with reference to First Aid and they have understood the fire and emergency evacuation procedures (see Terms and Conditions for further details).

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).

Any other relevant information:

.....

.....

.....

.....

I confirm that I am over 18 years of age and that the information provided on this form is correct.

Signed:..... Date:

Appendix 2



Hire Agreement

Between the Governing Body of Asquith Primary School and

..... (the hirer)

Of
(address)

Contact telephone:

Specified nature of use:

Maximum attendance:

Details of school equipment to be used:

.....

.....

Dates of hire:

Fee: £..... Per hour / per session

The Governing Body agree to hire the(location) to the hirer on the
dates and times as stated above, upon payment of the specified fee.

The hirer accepts all the conditions of hire as set out in the attached Terms and Conditions
document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Signatures:

..... The Hirer

..... On behalf of Asquith Primary School

..... Date

Signed copies to be held by the school and the hirer.

Appendix 3



TERMS AND CONDITIONS FOR THE HIRE OF ASQUITH PRIMARY SCHOOL PREMISES

All terms and conditions set out below must be adhered to. The "Hirer" shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

If a particular letting involves contact with the school's pupils or other young people, then:

- Any organisation submitting a lettings request involving working with children, young people or vulnerable adults must submit to the school evidence that appropriate policies and procedures are in place with regard to safeguarding and child protection and provide evidence to the school of criminal records checks (DBS) checks relating to all staff and others working closely with children. The Governing Body will ensure that there are arrangements in place to liaise with the school on these matters.

- The Governing Body may require DBS checks relating to staff and other adults using school premises at a time when school pupils or other young people may be on site.
- The Governing Body may require evidence of appropriate qualifications for hirers using facilities for specific activities.

Attendance

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made, and approval given. The Hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials

Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated, and that the right to use the premises is exercised quietly and in a manner unlikely to cause any annoyance or inconvenience or to become a nuisance to the owners or occupiers of any adjoining or neighbouring property or to the public.

Public Safety

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times.

The school may cancel the hiring on occasions where it is of the opinion, for any reason whatsoever, that it would be potentially dangerous to allow the activity to continue.

In the event of an emergency, all occupants must leave the premises by the nearest exit and assemble at the venue area as advised to them by the hirer (as detailed in the terms and conditions of hire document). The hirer is responsible for familiarising themselves with emergency exits and must ensure that participants are aware of emergency evacuation procedures and assembly points. It is good practice to carry out emergency evacuation drills at suitable intervals. The hirer must, at all times whilst participant's may be on site, have immediate access to participants emergency contact details, and have access at all times to a mobile phone.

Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

Damage, Loss or Injury

The Hirer warrants to the school that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £2 million. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed. Neither the school, nor the Local Education Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

School Equipment

This can only be used if requested on the initial application form, and if its use is approved by the Head Teacher. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

Hirer's Equipment

The hirer should state on the hire agreement any equipment he/she intends to bring into school. The hirer is responsible for ensuring the suitability of the equipment and for ensuring that it is in good order.

Any of the hirer's own equipment should be brought into/removed from school within the time booked.

Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site MUST comply with the code of practice for portable electrical appliance equipment. Equipment must have a certificate of safety from a qualified electrical engineer. The intention to use any electrical equipment must be notified on the application.

Car Parking Facilities

Subject to availability, these may be used by the Hirer and other adults involved in the letting. The school does not accept any liability in respect of the parking of any vehicle on the school premises connected in any way with the Applicant or the letting of the premises during the letting period. No vehicle shall be parked on or taken over the grass.

Toilet Facilities

Access to the school's toilet facilities is included as part of the hire arrangements.

First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the school's resources is not available.

Food and Drink

No food or drink may be prepared or consumed on the property without the direct permission of the Head Teacher, in line with current food hygiene regulations. All litter must be placed in the bins provided.

Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the premises.

Smoking

The whole of the school premises including grounds are non-smoking areas, and smoking is not permitted.

Heels and Shoes

No stiletto or any type of thin heel is to be worn in the schools Small Hall or Sports Hall.

If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

Copyright or Performing Rights

The hirer shall obtain at his own expense all the necessary licences required in connection with the use of the premises for the purposes for which the same is let and to observe and comply with all the conditions attaching thereto.

NOTE: Early enquiries should be made of the appropriate District Council in respect of application for music, singing and dancing licenses and licences for stage plays and cinematograph performances. Applicants for music, singing and dancing licences are required to give at least 28 days' notice to the Licensing Authority. A licence is required for the public performance of gramophone records, CD and tape recordings and a licence covering most makes can be obtained from the Phonographic Performances Limited of Evelin House, 62 Oxford Street, London W.1. Applicants are advised that failure to obtain such a licence is an offence against the Copyright Act, 1956.

Sub-letting

The Hirer shall not sub-let the premises to another person.

Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the school on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 7 days' notice either way is

given. It is the Hirer's responsibility to notify parents in writing (where appropriate) of any changes in dates or venues at least a week in advance.

Security and Site Supervision

The school Site Manager will be responsible for the security and supervision of the premises before and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person.

Right of Access

The school reserves the right of access to the premises during any letting.

Conclusion of the Letting

The Hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged. The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

Safeguarding including Preventing Terrorism and Radicalisation

The schools safeguarding policies must be consulted and followed when dealing with external organisations that work with children or young people.

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be investigated by the Head Teacher and shared with the Chair of Governors before approval is given. The Head Teacher will submit an incident report if he suspects that the letting or gathering has been used for political purposes not previously authorised, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.