

ROXETH PRIMARY SCHOOL



LETTINGS POLICY

Revised by the Governing Body: June 2024

To be reviewed: June 2025

OUR MISSION STATEMENT

learning together, making progress, achieving goals

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Statement of intent

Roxeth Primary School recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to organisations within the local community.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

School Aims:

- To ensure the use of its facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly for the benefit of the learners and secondly for the local Community, consequently providing the school with financial income to be used for the educational enrichment of Roxeth Primary School students.
- To ensure that lettings are not in conflict with the fundamental purpose of the school.
- To support community involvement in the life of the school.
- To support the community in sporting, cultural and educational pursuits.
- To be consistent with the school's equal opportunities policy.
- To maximise the commercial opportunity for lettings.
- To ensure costs are fully calculated and covered.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds.
- The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements.

Signed by:

Headteacher: _____

Date: _____

Chair of Governors: _____

Date: _____

1 Legal framework

1.1 This policy has due regard to all relevant legislation including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Counter Terrorism and Security Act 2015
- The General Data Protection Regulations (GDPR)
- Data Protection Act 2018
- Education Act 1996

1.2 This policy has due regard to the following guidance:

- DfE (2015) 'Advice on standards for school premises'
- DfE (2020) 'Keeping children safe in education'
- DfE (2015) 'The Prevent duty'

1.3 This policy operates in conjunction with the following school policies:

- First Aid Policy
- Fire Safety Policy
- Premises Management Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Letting School Premises Risk Assessment
- Surveillance and CCTV Policy
- Manual Handling Policy
- Data Protection Policy
- Asbestos Management Policy

2 Definitions

- 2.1 For the purpose of this policy, a 'letting' is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.
- 2.2 The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.
- 2.3 Use of the premises for activities such as staff meetings, parents' meetings, governing board meetings, out of school hours learning/study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

3 Roles and responsibilities

3.1 The [Governing Body](#) is responsible for:

- Setting risk tolerance and appetite regarding any new lettings applications which fall out-with the parameters of the existing policy and procedure.
- Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.

3.2 The [School](#) is responsible for:

- Reviewing the applications of a proposed letting arrangement and conducting a risk assessment to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils.
- Establishing any safeguarding risks associated with the letting.
- The overall oversight of the letting, handling any queries from the hirer.
- Communicating any relevant information to the hirer, e.g. fire safety precautions.
- Working with the [Head Teacher](#) to ensure all relevant policies and procedures are implemented and made available to hirers.
- Liaising with the governing board to establish whether or not the proposed activity is suitable for the premises.
- Checking the hirer has the appropriate public liability insurance.
- Ensuring hirers familiarise themselves with the relevant school policies and procedures, e.g. the [Fire Safety Policy](#) and the [Asbestos Management Policy](#).
- Reviewing and, where necessary, amending the school's [Letting Premises Risk Assessment](#) to help ensure the safety of the hirer and their visitors.
- Assessing whether the activities the hirer is requesting could result in disrupting any asbestos and taking the relevant safety measures as a result.
- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.

3.3 The [Head Teacher](#) is responsible for:

- Acting as or appointing a designated premises supervisor.
- Liaising with the [Governing Body](#) to establish whether or not the proposed activity is suitable for the premises.
- Ensuring that the school has the correct insurance in place for hiring out the premises.
- Working with the [Site Supervisor or Relief Caretaker](#) to ensure the premises are fit for use.
- Ensuring the school adheres to its [Premises Management Policy](#)
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies (Head Teacher and DSL)

3.4 The [Site Supervisor or Relief Caretaker](#) is responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Maintaining the condition of facilities during the period of hire. Eg general cleaning, toilet facilities maintained, rubbish disposal etc.
- That where the same accommodation is hired by more than one group on the same day, the accommodation is checked between each letting.
- Working with the hirers to ensure high levels of security are maintained.
- Organising any repairs and/or replacement of equipment.
- Notifying the hirer of any known asbestos in the school.
- Ensuring the hirer is made aware that CCTV cameras are installed within the school and ensure they have read the [Surveillance and CCTV Policy](#).

3.5 The [DPO](#) is responsible for:

- Being the main point of contact for data protection enquiries from current and potential hirers of the school premises.
- Ensuring that the statutory privacy information is provided to the hirer.
- Assisting the hirer with any data breach investigation, where necessary.
- Ensuring that the school's [Privacy Notice for Third Parties](#) is kept up-to-date, and that it is published on the school's website.
- Ensuring that the hirer's information is stored in accordance with the [Data Protection Policy](#).

3.6 Hirers are responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the [Site Supervisor or Relief Caretaker](#) to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of [£5 million](#).
- Providing the [Head Teacher](#) with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. Enhanced DBS checks, and providing proof of this to the [Head Teacher or the School](#).
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.
- Informing the [School](#) of the activities that will be undertaken on the premises.
- Adhering to the school's [Letting School Premises Risk Assessment](#).

4 Charges

- 4.1 The [Governing Body](#) is responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:
- Costs of services (e.g. heating and lighting)
 - Costs of staffing, including “on-costs” (e.g. additional security or caretaking)
 - Costs of administration
 - Costs of wear and tear
 - Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
 - Costs of using the school’s equipment, if applicable
 - Profit element, if applicable
- 4.2 Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.
- 4.3 The charge issued for each letting will be reviewed annually by the [Governing Body](#).
- 4.4 The review of charges will take place in the Summer Term, for implementation in the beginning of the next academic year, taking effect from 1 September.
- 4.5 The amount will be paid to the school on or before the requested booking date and before the club commences.
- 4.6 Hirers will provide the school with at least 30 days’ notice before cancelling a booking. 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.
- 4.7 In the event any invoiced fees are outstanding and are out-with the payment terms, the hirer will be barred from using the school facilities until the full amount has been paid.
- 4.8 There will be a grace period of thirty days for payment to be made, after this period, if a payment hasn’t been made, the school will seek additional legal advice for payment to be recovered.

5 VAT

- 5.1 In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

6 Managing lettings

- 6.1 The [Governing Body](#) has overall responsibility for the management of lettings and delegating responsibility to the Headteacher who is responsible for hirings and lettings.
- 6.2 The [Head Teacher](#) will be delegated the day-to-day management of the lettings; however, they will not be responsible for the administrative roles, such as setting charges, this role stays with the [Governing Body](#).

- 6.3 The [Head Teacher](#) may delegate aspects of the management of lettings to other relevant members of staff, such as the [Site Supervisor or Relief Caretaker](#).
- 6.4 If the [Head Teacher](#) has any concerns regarding the activities the hirers are conducting, they will consult the [Governing Body](#) and reach a decision together.
- 6.5 Organisations wishing to hire the premises will approach the [Head Teacher](#), who will identify their requirements and clarify the facilities available.
- 6.6 The hirer, who must be over the age of 18 years, must sign the Booking Agreement and fulfil any terms and conditions associated with hire. The hirer is required to include preparation and cleaning up time on the Booking Agreement.
- 6.7 Facilities booked must be for the sole use of the hirer and invited guests only and should not under any circumstances be sublet to persons not indicated on the Booking Agreement. Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled.
- 6.8 The hirer will be a named individual and the agreement should be in their name, giving their permanent private address.
- 6.9 The [Head Teacher and relevant members of staff](#) will review the application; they have the right to refuse an application and interested parties should be advised that no letting should be regarded as “booked” until approval has been given in writing.
- 6.10 Once the letting has been approved by the [School](#), a letter of confirmation will be sent to the hirer, setting out the full details of the letting and enclosing the terms and conditions of the hire agreement.
- 6.11 The hirer will be invoiced for the cost of the letting as appropriate in accordance with the [Governing Body’s](#) charges decision.
- 6.12 All lettings fees that are received by the school, will be paid into the school’s official bank account, to offset the costs of services, staffing etc. (which are funded from the school’s delegated budget).
- 6.13 Fees to be paid via bank transfer or BACS. The hirer will state how they intend to pay in their application form.
- 6.14 The [Finance & HR Officer](#) will provide the hirer with the relevant bank details.
- 6.15 When classrooms are hired for use, the hirer will be responsible for ensuring that pupil’s property, work and school equipment is not damaged or interfered with in any way.
- 6.16 The hirer is responsible to ensure that they do not arrive on site prior to the time stated on the Booking Agreement and does not remain on site after the booked time. Any additional time on site will be subject to additional charges.
- 6.17 The Borough’s code of conduct for staff forbids employees from accepting cash gifts from individuals or organisations. No such gifts must be made to school staff. Any small gifts of

appreciation may be passed to the appropriate member of staff via the Headteacher of the School.

7 Safeguarding

- 7.1 Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.
- 7.2 All hirers must state the purpose of the hire.
- 7.3 Each application will be vetted by the [DSL](#) and any concerns will be reported to the [School](#) prior to approval.
- 7.4 When determining whether to approve an application; the [Governing Body](#) will consider the following factors:
- The type of activity
 - Possible interferences with school activities
 - The availability of facilities
 - The availability of staff
 - Health and safety considerations
 - The school's duties with regards to the prevention of terrorism and radicalisation
 - Whether the letting is deemed compatible with the ethos of the school
- 7.5 An application will not be approved if the hirer's purpose:
- Is aimed at promoting extremist views.
 - Involves the dissemination of inappropriate materials.
 - Contravenes the statutory Prevent duty.
 - Is likely to cause offence to public taste and decency (except where this is, in the opinion of the trust, balanced or outweighed by freedom of expression of artistic merit).
- 7.6 If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they should contact the [Head Teacher](#) immediately.
- 7.7 The [Head Teacher](#) will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.
- 7.8 Where an individual group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the school will contact the police or school security who will remove the person or group from the school premises.
- 7.9 All hirers will read and review the school's [Child Protection and Safeguarding Policy](#).
- 7.10 If you have children under 8 who attend classes run by your organisation and they are in your care in non-domestic premises for 2 hours or more per day you must by law be registered with

OFSTED. To apply for registration you must apply on line to OFSTED at www.ofsted.gov.uk. You can make enquires at enquiries@ofsted.gov.uk or phone 0300 123 1231.

7.11 To ensure that all organisations who use the premises comply with the guidelines recommended by the Local Safeguarding Children Board and Department for Education (DfE), detailed below are some requirements we expect all organisations to be able to answer and provide evidence of, where requested:

- The point of contact for access to the file of professional and character references of all staff that have contact with children.
- A Child Protection Policy which includes specific arrangements for dealing with the event of a child being uncollected after the activity finishes.
- Copies of DBS checks on all staff before they are left unsupervised with children.
- A named person within the organisation responsible for Safeguarding
- A record of appropriate qualifications and registrations held by staff.
- Registration details with an appropriate registered body as applicable.

8 Asbestos

8.1 The school's [Asbestos Management Policy \(AMP\)](#) will be available to hirers.

8.2 The [Site Supervisor or Relief Caretaker](#) will inform all hirers of any asbestos-containing materials (ACMs).

8.3 When approving the applications to hire the premises, the [Site Supervisor or Relief Caretaker](#) and the [Health & Safety Officer](#) will conduct a risk assessment to establish whether the requested purpose of use will disrupt any ACMs.

8.4 The known ACMs on the school's premises are: Cleaning Cupboard – Junior Building Corridor

8.5 The [Site Supervisor or Relief Caretaker](#) will ensure that the hirers have access to the school's asbestos management survey, if applicable.

8.6 The [Site Supervisor or Relief Caretaker](#) will ensure that the hirers have access to the school's [Asbestos Management Plan](#), if applicable.

8.7 If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

- The hirers will be informed by the [Governing Body](#) immediately
- All activities will stop, and everyone will be evacuated from the affected area

- Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
 - Items, including equipment, books, or personal belongings, will not be moved from the area
 - Advice will be sought from an asbestos expert regarding remedial action
- 8.8 Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 8.9 Hirers should have procedures in place to deal with the unintended or unexpected release of asbestos.
- 8.10 Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.
- 8.11 The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff and hirers.

9 Emergencies and health and safety

- 9.1 The Hirer must ensure that risks associated with activities are properly controlled during the Hire Period. The School is not responsible for undertaking risk assessments for the Hirer's activities. The School reserves the right to terminate this agreement if the Hirer fails to ensure suitable arrangements are in place for safeguarding children and/or vulnerable adults.
- 9.2 The Hirer shall ensure that the number of people admitted to the function does not exceed the maximum number allowed on the premises, or stated in the Booking Agreement. The Hirer must ensure that no unauthorised entry is made to the School premises during the Hire Period. The hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order.
- 9.3 In case of an emergency, the on-site telephones can be used to call the emergency services.
- 9.4 The hirer is responsible for arranging any first aid provision for their organisation's members whilst on the premises. A first aider (provided by the hirer) will be on site at all times.
- 9.5 The [Site Supervisor or Relief Caretaker](#) and [Health & Safety Officer](#) will undertake relevant risk assessments before activities are carried out on the premises to ensure the safety of the hirer and any additional visitors.
- 9.6 Smoking or vaping (e-cigarettes) is not permitted on the premises at any time. The following items are also strictly prohibited: alcohol, cigarettes, matches, lighters, drugs, aerosols, any offensive weapon, replica guns, fireworks, candles, pornographic materials or any such item deemed by the School to be detrimental to the health & safety of other users.
- 9.7 Any electrical equipment brought onto the premises must have an up to date PAT tested certificate.

- 9.8 The hirer familiarises themselves with the school's [Fire Risk Assessment](#) and other relevant risk assessments before using the premises.
- 9.9 The [School Office](#) will make copies of the school's [Fire Evacuation Plan](#) available to the hirer on arrival at the school.
- 9.10 The hirer will be shown the school's fire exits and evacuation points by the [Site Supervisor or Relief Caretaker or Staff Member](#) on arrival.
- 9.11 The hirer will be provided with a copy of the school's [Health and Safety Policy](#) and will be expected to act in accordance with it at all times.

10. Copyright and Public Performance Licences

- 10.1 The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. The school premises are NOT available for performances requiring a licence. Hirers are not permitted to charge an admission fee on the door but hirers may make a charge for admission so long as tickets are paid for in advance. 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.
- 10.2 No musical works in the repertoire of the Performing Right Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the hirer to ascertain whether works to be performed are in the repertoire of the Performing Right Society. A list of works included in the repertoire is obtainable on application to the Secretary of the Performing Right Society Ltd., 29/33 Berners Street, London, W1.
- 10.3 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 the 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 Phonographic Performance Limited, Ganton House, 14 - 22 Ganton Street, London W1U 1LB. Telephone No. 020 7437 0311, 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.
- 10.4 The hirer shall indemnify and keep indemnified the school from and against all costs, claims and demands which may be made against the School for any breach or infringement of copyright. 49. The use of a film projector with non-flammable films may be permitted subject to the approval of the school of the type of projector and to any conditions prescribed by the school and other appropriate authorities as precautions against fire and panic.

11 Data Protection

- 11.1 The school will adhere to the [Data Protection Policy](#) at all times.
- 11.2 The [DPO](#) will undertake the requisite due diligence to ensure that the hirer is compliant with the relevant data protection legislation.

- 11.3 The [DPO](#) will provide hirers with the statutory privacy information in the form of the [Privacy Notice for Third Parties](#).
- 11.4 The [DPO](#) will ensure that the hirer's information is processed in accordance with the GDPR and Data Protection Act 2018.

12 Monitoring and review

- 12.1 This policy is reviewed every 2 years by the [Governing Body](#) and the [Head Teacher](#).
- 12.2 The scheduled review date for this policy is TBC.
- 12.3 Any changes made to this policy will be communicated to all relevant members of staff and all hirers.

13 Terms and Conditions for Hire

- 13.1 No adaptations, modifications or additions may be made to any part of the electrical installations without previous 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.
- 13.2 No staples, pins, screws, tacks or sticky tape of any description are to be used on the stage or any walls.
- 13.3 No additional staging, curtaining or scenery may be erected without the previous consent in writing of 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 onto the school premises nor taken away while the premises are in normal use. Storage facilities cannot normally 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, are recoverable from the hirer.
- 13.4 Furniture should not be moved into the corridors and should not block any fire exits. Any furniture used must be moved back to original position at end of let.
- 13.5 Bills of announcements of meetings or any form of advertising of forthcoming events taking place may only be displayed or advertised on the school premises by agreement with Finance & HR Officer.
- 13.6 All public announcements of any function or event for which the hiring is made and all admission tickets and other documents issued in connection therewith shall contain in a conspicuous position the name and address of the hirer and the purpose of the event.

Publicity materials must be approved by the School.

- 13.7 Chairs and furniture may not be removed from classrooms or staff rooms without written permission of the school. The use of chairs located in halls are included in the hiring charge. Chairs must not be removed from the school for use on playing fields or playgrounds unless prior approval has been obtained.
- 13.8 The staffroom and other specialist rooms, are not normally available for use by the general public and any such use will be granted only in exceptional circumstances at the discretion of the School.
- 13.9 The hirer must ensure that such use when granted does not impair the efficiency of these rooms of their normal purpose.
- 13.10 The use of school gymnasium 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 the efficiency of these rooms for their normal purpose.
- 13.11 The use of school facilities, such as audio visual equipment, computer equipment etc. is only allowed following prior approval in writing by the school.
- 13.12 The school must be advised if food will be brought onto the premises. Cooking is not permitted but by prior agreement and on payment of an additional fee, food may be reheated in the ovens.
- 13.13 No pans, cutlery or plates may be used or moved. No portable cooking equipment is allowed on the premises. The kitchen, including cookers, work-tops, sinks and floors must be left in a clean condition.
- 13.14 The Hirer must ensure that any noise or music played does not interfere with other activities within the School and cannot be heard from any neighbouring houses. Any request to turn the music down by the staff must be adhered to.

14 Using the Site

- 14.1 The hirer will liaise with the [Site Supervisor or Relief Caretaker](#) to ensure the school remains secure before, during and after use.
- 14.2 The school premises are closed after 9pm to avoid any noise nuisance complaints from neighbouring residents.
- 14.3 Hirers will be given an emergency contact number for the [Site Supervisor or Relief Caretaker](#) in case of any security breach.
- 14.4 Keys/security codes will not be passed to any hirer or other person without written permission from the [Governing Body](#).

- 14.5 The [Site Supervisor or Relief Caretaker](#) will ensure the site is clean and secure ready for the next day.
- 14.6 The School uses a ‘three strike’ rule when handling noise complaints lodged against hirers.
- Strike one – hirers will receive a verbal warning about their conduct on the school property and be warned that repeated offences will result in their booking privileges being suspended.
 - Strike two – hirers will receive a second verbal warning and a letter explaining that the school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise that the school is issued may be passed on to the hirer if there is sufficient evidence to do so.
 - Strike three – the hirer will be barred from any future booking of the school premises for any activity. The Governing Body also expects the hirer to issue an apology to the school and complainant in writing.
- 14.7 The use of public announcement systems and loudspeakers must be agreed with the [Head Teacher](#) and [Site Supervisor or Relief Caretaker](#); this agreement must include a maximum noise level which is not to be exceeded.
- 14.8 The school’s car park may be available to hirers during their time on the premises unless there is an existing booking; however, the [Governing Body](#) and school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.
- 14.9 Hirers will only use the car parking spaces allocated and, should any additional spaces be required, the [Site Supervisor or Relief Caretaker](#) will find suitable spaces on the school grounds.
- 14.10 In the event of additional parking being required, the Site Supervisor or Relief Caretaker will ensure the school premises remain accessible to the emergency services, should they be required.
- 14.11 Alcohol will not be brought on to, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing with the Head Teacher.

15 Equipment

- 15.1 Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the Governing Body to use any additional equipment once the form has been submitted.
- 15.2 The [Site Supervisor or Relief Caretaker](#) will, if applicable, conduct an inventory of all the equipment that the hirer requests, noting its condition. The [Site Supervisor or Relief Caretaker](#) will review this inventory after the hirer uses the equipment to ensure its proper use.
- 15.3 Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the [Site Supervisor or Relief Caretaker](#) or [Head Teacher](#). Where permission has been granted, the [Site Supervisor or Relief Caretaker](#) will oversee the move.

- 15.4 If a furniture move has been agreed, the hirer and [Site Supervisor or Relief Caretaker](#) will negotiate restoring the premises back to its original state.
- 15.5 Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.
- 15.6 Any seating provided is limited to the number of chairs on the premises.
- 15.7 Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.
- 15.8 The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.
- 15.9 The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.
- 15.10 CCTV systems will be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the school's [Surveillance and CCTV Policy](#).
- 15.11 Hirers will report any stolen or missing equipment to the [Site Supervisor or Relief Caretaker](#) immediately.
- 15.12 Risk assessments for manual handling will be carried out by the [Health & Safety Officer](#) and [Site Supervisor or Relief Caretaker](#) in accordance with the school's [Manual Handling Policy](#).
- 15.13 Food and drink may be prepared on the premises; however, hirers must seek direct permission from the governing board.
- 15.14 The hirer will prepare food and drink in line with current food and hygiene regulations and consider any allergies and medical needs of the pupils.

Policy agreed by Governing Body July 2024 to be reviewed every year

Signed: Mr Deanus	Headteacher	Date:	4 th July 2024
Signed: Mr Dunbar	Chair of Governors	Date:	4 th July 2024

Appendix 1 Premises Letting Application Form

The school will process the data collected in this form in accordance with the GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

Date of Application:	
Named individual:	
Company name:	
Nature of Organisation/Business:	
Address (for invoicing purposes):	
Contact number:	
Email address:	
Payment method:	BACS or bank transfer
Requirements	
Type of Activity:	
Date of hiring:	
Time of hiring: <i>Please note you must include sufficient time to prepare and clear up when indicating the hours you require.</i>	

For regular use, please tick day(s) required:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Area / Room(s)/Grounds to be hired:	Main Hall						
	IT Suite						
	Upper Playground Astro turf						
	Upper Playground						
	Lower Playground						
	The Space						
	Classroom						
Equipment needed: (Permission granted at discretion of Head Teacher/Governing Body)	Wifi						
	Projector						
	Sound System						
	Smartboard (classrooms)						
DBS Details (date, DBS number and type of DBS) The date of disclosure must be within the last 3 years.							
Details of any equipment you will be using on the premises:							
Purpose							
Details of the event:							
Will you be working with children and/or young people? If yes, have you attached a copy of your safeguarding policy?							

Start time:	
End time:	
Expected number of attendance:	
<p>By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.</p> <p>I acknowledge that my signature confirms all the details in this application form are correct.</p>	
Signed:	
Date:	

Appendix 2 Hire Agreement

The school will process the data collected in this agreement in accordance with the GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

The Governing Body of [Roxeth Primary School](#).....

The hirer:

Address:

.....

.....

Telephone:

Areas of the school to be used:

Specific nature of use:

Maximum attendance:

Details of any school equipment to be used:

Date(s) of hire:

Period(s) of hire:

Fee (specify per hour or per session): £

The Governing Body agree to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

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.

Hirer's signature:	
Chair of the Governing Body's signature:	

Appendix 3

Lettings Charges - Valid from 1st September 2024 – 31st August 2025

	One off/ Short Term Private/Business	One off/ Short Term Community Hire (links with the school)	Long Term Regular Annual Hire Private/Business	Long Term Community Hire (links with the school)
	Minimum 2hrs	Minimum 2hrs	Minimum 7 weeks	Minimum 7 weeks
Hall (includes tables & chairs) 156m²	£90 per hour	£80 per hour	£45 per hour	£40 per hour
Kitchen (available on request and at additional hire cost)	Please enquire with your requirements.			
Upper Playground - Astroturf 416m²	£75 per hour	£65 per hour	£40 per hour	£35 per hour
Upper Playground 459m²	£75 per hour	£65 per hour	£40 per hour	£35 per hour
IT Suite 36m²	£120 per hour	£110 per hour	£60 per hour	£50 per hour
Lower Playground 162m²	£75 per hour	£65 per hour	£40 per hour	£35 per hour
The Space	£40 per hour	£35 per hour	£30 per hour	£25 per hour
Classrooms Approx 42m² - 55m²	£40 per hour	£35 per hour	£30 per hour	£25 per hour
Rear Car Park (15 Spaces) School holidays (weekdays only)	<p style="text-align: center;">£300 per day (up to 10hrs)</p> <p style="text-align: center;">The car park is hired without supervision and is subject to no liability of the school for any loss, damage or accident that may occur whilst the car park is in use.</p>			