St Paul's CE Primary School

Lettings Policy

Agreed by Governing Body on:	**04/02/2026**
Policy review date:	**February 2027**

Letting of school hall, rooms and grounds
Policy/Procedures

The Governors wish to encourage responsible use of the school premises by the community. However, they are required to maintain the grounds and buildings in good order, ensure the health and safety of all who use the building and care for the school's furnishing, equipment and resources.

The Governors wish to ensure that any agreement, letting the school or any part of it, is not to the detriment of pupils and that the headteacher and staff are not diverted from their duties or the work of the school interrupted.

ALL LETS ARE SUBJECT TO THE FOLLOWING CONDITIONS

No one may hire the premises unless they have discussed, in detail, their planned activity with the Headteacher or in her absence the Deputy or Assistant Head. They will consider if the activity is appropriate, well supervised and safe.

No occasional letting may take place if the Caretaker is unable to unlock and secure the building and be available during the let. Exceptionally the headteacher or deputies may agree to another responsible person being responsible for the security of the building.

Payment, booking and cancellation.
The scale of charges will be reviewed annually.
All bookings must be considered provisional until written confirmation is received by the hirer.

Payment must be received fourteen days before the date of hire, or if a regular user, an invoice will be sent half-termly by Menna Jones (Admin Assistant).

In addition to the hire charge, a deposit may be requested. This less any costs will be returned to the hirer within one month.

Out of hours normal caretaking charges will be charged at cost.

The Governors reserve the right to cancel any letting if the accommodation is required for urgent official or academic business. No compensation will be paid to the hirer in the event of such a cancellation.

Any intention on the part of the hirer to cancel a letting must be notified to Menna Jones (Admin Assistant) at least seven working days before the letting is due to take place. Failure to do this will result in the hire fee being forfeit.

The letting form, fee and deposit must be received by Menna Jones (Admin Assistant)
at least 14 days prior to the let.

Areas of let.
The hirer may only use those areas listed on the booking form and/or marked on the plan. Under no circumstances may any other parts of the school or grounds be used.

School Kitchens
A member of the catering contractor's staff must be consulted if the kitchen is to be used.

Period of hire.
The premises must be vacated by the end of the hire period. A charge will be made if the premises are still occupied at the end of the hire period.

Number and nature of persons on premises.
The number of persons using the premises must not exceed that stated on the booking form; neither may persons from groups or organisations other than that stated on the booking form use the premises.

Insurance.
Hirers are responsible for ensuring that they have appropriate insurance for: - personal accidents, third party claims and any loss or damage to the school, grounds, buildings, fixtures, fittings, furniture and equipment resulting from the letting. The hirer must satisfy the Governors that they have adequate insurance.

Disturbance to neighbours.
Persons using the building must not cause annoyance to others and hirers must ensure the proper conduct of those using the premises. Musical instruments or sound reproducing equipment may not be used after 9.00pm.

Call out fee.
If during the course of, or after letting, a staff member is called to the school to attend to a matter resulting from that letting, a charge will be made.

Health and safety.
The person and organisation named on the booking form are responsible for the health and safety of all persons using the premises. He/she must be in attendance for the duration of the letting and is responsible for ensuring adequate supervision during the course of the letting.

The hirer should ensure that everyone is familiar with the emergency evacuation procedures.

No one may be admitted to the school after 10.00pm. An adequate first aid kit must be made available by the hirer for the period of the let.

P.E. apparatus, school furniture and equipment may not be used without prior agreement in writing.

Smoking.
Smoking is not permitted in any part of the building or grounds.

Dogs.
Dogs are not permitted in any part of the building or grounds.

Damage or loss.
No alterations may be made to the school premises, fixtures or fittings. Every precaution must be taken to avoid damage. Adhesives such as Blu Tak and sellotape must not be placed on the walls. The hirer must report accident or damage to the headteacher.

Notices may only be fixed to the boards provided.

The hirer is required to meet the cost of any damage or loss caused to school grounds, buildings, fixtures, fittings, furniture and equipment, however caused.

Cleanliness.
Hirers are required to leave the areas they have used in a reasonable state of cleanliness. A charge will be made if additional cleaning is required.

Alcohol.
Alcoholic beverages may not be dispensed or sold unless a licence has been obtained and specific approval given by the school governors.

Theatre, entertainment and dance.
A licence is required for the performance of music, song, a play, dramatic presentation, ballet, dance or discotheque.

It is the responsibility of the hirer to obtain any licences that may be required.

Food hygiene.
Hirers involved in the preparation and serving of food must produce evidence of correct qualifications.

The Headteacher and hirer will have an interview before the hiring of the building to go through the safeguarding checklist. This will not be required if it is adults only and no children are involved.

Signed: …… (Headteacher) Date: ……

Signed: …… (Governor) Date: ……..