



## Lettings Policy

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### Background

The Governing Board of St. Andrew's C.E. Primary School believes that schools are a valuable community resource. It is, therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended schools services agenda, we will give priority to the use of premises for educational objectives.

The school's delegated budget (which is provided for the education of its pupils) 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.

This hiring of school premises at all times outside normal school hours is under the control of the Governing Board. The Governing Board reserves the right to disapprove without the reason any requests made for the hire of the school premises. This policy sets out the facilities available and the charges.

### Lettings Policy

A Letting is defined as the use of school premises during school hours, evenings, weekends, and school holidays by parties other than the school.

Our lettings policy will aim to:

- Ensure that the use of school premises and facilities is effectively co-ordinated and managed
- Promote the use of school premises by the wider community
- Give opportunity for established community providers of services for children & young people
- Provide a clear statement of charges
- Ensure a range of activities for children and young people

All lettings (even those where no charge is made) must be subject to a letting agreement, this will detail the terms of the letting and must be signed by both the school and the hirer. A letting should only be confirmed as accepted when a signed letting agreement is in place. Any amendments to an agreement will require a new agreement form to be signed.

### Charges for a Letting

The Governing Board is responsible for setting charges for the letting of the school 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)

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### Application Process

An organisation or individual wishing to hire school premises should, in the first instance, contact the school office.

The school will issue an application form which needs to be completed at least 4 weeks before the date of hire. Consideration can be given to bookings made with less than 4 weeks' notice but if accepted will be subject to a late booking fee.

All applications will be considered on a case-by-case basis by the Executive Headteacher. If the Executive Headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Governing Board.

Once a letting has been approved, confirmation and deposit required, 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.

The letting should not take place until the signed agreement has been returned to the school and the deposit paid. 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

**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 which are received by the school will be paid into the school's bank account, in order to offset the costs of services, staffing etc (which are funded from the school's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

An annual report on lettings will be made to the governing board and will include information on users, finances, incidents and accidents, enquiries and any lettings refused.

### The Hire Agreement

The approval of a hire will be confirmed by the school office in the invoice which will specify the premises being hired; the nature of the activity or activities taking place; the time and duration of hire; and the cost of the hire.

All regular hirers are required to have their own public liabilities insurance to cover the event being held on the school premises. Proof of this will be required before the booking can be confirmed. The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place. The payment will be made to St. Andrew's CE Primary School.

The Executive Headteacher or the Chair of Governors has the power to terminate any hire agreement relating to the hire of the school premises.

Community lets shall not use the St. Andrew's school name or logo in promotional materials.



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### St Andrew's C.E. Primary School Hire Charges

Days of Hire	Rate
Monday to Friday	£41.25 per hour Private (one off) £30.25 per hour Community (regular let)
Saturday	£52.25 per hour Private (one off) £30.25 per hour Community (regular let)
Sunday	Not Available

### Deposit required when booking is received:

Commercial £250.00

Private £100.00

### Terms and conditions:

- The chargeable hire period includes setting up and clearing up time
- Any additional costs incurred through time over-runs or extra cleaning will be deducted from the deposit
- Smoking is not permitted on school grounds
- The hirer is responsible for ensuring that children do not have access to alcoholic drinks and for dealing with persons suffering from over consumption of alcohol
- All outside electrical equipment must be P.A.T tested before use

**Reviewed:** Spring 2025

**Approved by:** Resources Committee

**Next Review Due:** Spring 2026

**Monitored by:** Executive Headteacher