

**THE SAINTS
FEDERATION**



Grow together

Lettings Policy

2026-2027

Approved by:	Governing Board
Last reviewed on:	Summer 2026
Next review due by:	Summer 2027

The Governing Board of The Saints Federation 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).

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 may 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 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. 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 Paul'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.

SEPTEMBER 2026

St Andrew's CE Primary School Hire Charges

Days of Hire	Rate
Monday to Friday	£43.30 per hour Private (one off) £31.75 per hour Community (regular let)
Saturday	£54.85 per hour Private (one off) £31.75 per hour Community (regular let)
Sunday	Not Available

In accordance with VAT regulations, VAT at 20% will be added to any lettings for sports facilities (including the hall if the equipment in the hall is being used for sports) unless **all** of the following conditions have been met:

- The series consists of 10 or more sessions
- Each session is for the same sport or activity
- Each session is in the same location
- There is an interval of at least 1 day between each session but not more than 14 days, even if the venue is closed for any reason, e.g. a bank holiday
- Refunds can only be made if the facility is unavailable for use in the event of an unforeseen circumstance, e.g. pitch flooding
- The series is paid for as a whole and there is written evidence to that effect
- The facilities are let to a school, club, association or organisation representing affiliated clubs or constituent associations, such as a local league. The exemption does not apply to informal group gatherings, e.g. friends playing group football.
- The person to whom the facilities are let must have exclusive use of the facilities during the session.

Additionally, VAT will be charged for any rooms hired specifically for the use of the equipment in the leased premises, such as computer, cooking or gymnastics equipment.

Deposit required when booking is received: £100

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

ST.ANDREW'S BOOKING FORM

Premises Hire Application and Booking Form

Please complete in block capitals:

(The Applicant) I, (Full Names): _____

of (Full Postal Address): _____

_____ Postcode _____

Telephone No: Day _____ Evening _____

Hereby make an application for the hire and use of the following premises:

Please select: Hall ☐ Field ☐ Playground ☐ Activity Room ☐ Small Hall ☐

on: dates agreed with the School from: 1st September 2026 to: 31st July 2027

time from: _____ **time to:** _____

select weekdays: Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays ☐ Fridays ☐

select weekend days: Saturdays ☐

for the purpose of: _____

Details of any equipment to be provided by the school: _____

Details of any equipment to be brought in by the hirer: _____

In the event of this application being accepted, I hereby undertake to pay the agreed charges listed below and to ensure that all the rules, regulations and conditions laid down by The Governors of The Saints Federation as shown below are complied with. **LETTINGS OF SPORTS FACILITIES / USE OF EQUIPMENT IN ROOM (E.G. COMPUTING, COOKING OR GYMNASTICS EQUIPMENT):**

In accordance with VAT regulations, VAT at 20% will be added to any lettings for sports facilities (including the hall if the equipment in the hall is being used for sports) unless **all** of the conditions listed below from 1-8 have been met and/or VAT will be charged for any rooms hired specifically for the use of the equipment in the room, such as computer OR cooking equipment.

Name of club:			
		Please tick below	
		Yes	No
Use of:			
• Hall			
• Field			
• Playground			
• Small Hall			
•			
• Activity Room			
1. The series of lets consists of 10 or more sessions.			
2. Each session is for the same sport or activity.			
3. Each session is in the same location.			
4. There is an interval of at least 1 day between each session but not more than 14 days, even if the venue is closed for any reason, e.g. a bank holiday.			
5. Refunds can only be made if the facility is unavailable for use in the event of an unforeseen circumstance, e.g. pitch flooding.			
6. The series is paid for as a whole and there is written evidence to that effect.			
7. The facilities are let to a school, club, association or organisation representing affiliated clubs or constituent associations, such as a local league. The exemption does not apply to informal group gatherings, e.g. friends playing group football.			
8. The person to whom the facilities are let must have exclusive use of the facilities during the session.			
9. Premises are being hired for the use of the equipment within the premises e.g. computing, cooking equipment or gymnastics equipment.			

If "No" has been selected in any of the boxes above VAT will be added to the letting charges detailed on page 6 below.

Premises Letting Conditions (Please read very carefully)

1. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring on to the premises anything, which may endanger the premises, their users, or any insurance policies relating thereto.
2. Only upon payment of deposit is a booking confirmed and the conditions of hire deemed accepted by the hirer. The deposit shall be forfeited if the booking is cancelled within 4 weeks of the hire date (if cancelled outside this period 50% will be retained to off-set administration costs). The deposit shall be returned to the hirer in full upon satisfactory inspection and completion of hire (subject to clauses 2 & 3). Payment in full of the agreed hire period must be made upon the commencement of hire and paid directly into the School Bank Account 14 working days prior to commencement date of hire. Please see your invoice for details. For regular weekly bookings payment will be required monthly.
3. The premises will be vacated promptly at the conclusion of the agreed hire period including all guests and equipment belonging to the hirer or agents. The deposit shall be retained in full upon failure to vacate the premises on time.
4. All damages to the premises will be made good by the hirer (the deposit will be retained until satisfactory restitution is agreed). The premises must be left in the condition and cleanliness in which it is found, and cleaned prior to the conclusion of the hire period. Failure to comply will result in additional charges being deducted from the deposit. (e.g. £25 per hour cleaning charge – 2 hours minimum).
5. If the hirer intends to sell alcohol, it is their sole responsibility to obtain the correct licence by law, the hirer must comply with such licence conditions as laid down in law. The Governors of The Saints Federation will not accept any responsibility howsoever caused by breach of licence conditions by hall users. Alcohol may be consumed upon the premises without a licence subject to the strict understanding that it is provided by the hirer to their guests without any charge whatsoever. The hirer shall, if selling goods on the premises, comply with all relevant fair-trading laws and any local code of practice issued in connection with such sales.
6. Smoking (including the use of e-cigarettes) is absolutely prohibited. You must ensure that you and all other attendees do not smoke or use e-cigarettes whilst on the school premises.
7. Neither you, nor your attendees are permitted to use any equipment at the school, unless otherwise specified in this agreement. If you fail to comply with this provision, we reserve the right to make an extra charge and you will be liable in full for any damage to the equipment.
8. If either you or your attendees move any equipment you find at the venue you must return such equipment to its original position before leaving the venue. If you fail to comply with this provision we reserve the right to make an extra charge and you will be liable for any damage to the equipment, and for any injury to either you or your attendees, in full.
9. You shall ensure that any equipment you bring to the venue to use at the venue (including but not limited to sports equipment, catering equipment and electrical equipment) are safe and in good working order, are used in a safe manner and, where relevant, have been PAT tested in accordance with current safety testing requirements.
10. You shall not use any naked flames, gas cylinders or canisters, nor place any combustible materials adjacent to heat sources. Barbecues may not be used on site without prior and written consent from St Andrew's CE Primary School.

11. The hirer shall ensure appropriate supervision of the activity or activities it undertakes on the school premises. The hirer shall ensure appropriate adult to children ratios for the activity or activities it undertakes on school premises and be responsible for providing adequate supervision to maintain order and good conduct.
12. If the hirer is using the premises to run an after-school activity it is the hirer's responsibility to arrange collection of children from the school and dismissal of children after school into the care of parents/carers, in consultation and negotiation with parents/carers.
13. It is the parent/carer's responsibility to ensure that the after-school provider knows who they should be dismissing children to after school hours.
14. The school is unable to provide administration support for hirers including contacting parents/carers on the hirer's behalf or receiving/processing any payments.

Health and Safety

15. The hirer is responsible for the reasonable **health, safety and conduct** of their guests during the period of hire. Under these terms it is your sole responsibility to provide an adequately equipped first aid box. Children must be supervised at all times whilst on the premises - the area outside of that being hired is out of bounds except in case of emergency and under no circumstances must it be used as a playground. No illegal substances whatsoever may be brought onto the premises. The hirer should familiarise themselves with the use and location of **fire extinguishers, fire exits and evacuation notices** within the premises and make sure that all fire escapes are kept clear at all times in case of emergency.
16. The hirer must provide adequate insurance to cover the specific activity for which the area has been hired. The Governors of The Saints Federation will not be liable for any loss or injury sustained whilst on the school premises.

You will receive a copy of the school's Health & Safety and First Aid Policy. You must ensure that you agree to follow these policies by signing below.

Please remember that this is a residential area: when leaving the premises at the end of your function it is your responsibility to ensure that you and your guests do so without undue noise.

Safeguarding and Child Protection

Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments, DBS certificates, professional qualifications and insurance required by the Hirer must be supplied to the Governors of The Saints Federation upon request.

You will receive a copy of the school's Behaviour and Safeguarding Policy. You must ensure that you agree to follow these policies by signing below.

At an event where the number of children is likely to exceed 50, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control the movement of the children and to take all reasonable precautions for the safety of the children as required by the Children's and Young Person's Act 1933.

Regular Lettings

These are subject to payment in advance – failure to fulfil this condition will result in refusal of entry to the premises until full payment has been made.

We reserve the right to terminate any agreement immediately if this condition is not upheld.

- We reserve the right to immediate suspension or termination of this agreement
- Should you wish to terminate this agreement, 4 weeks' notice is required and the full letting fee for the 4 weeks' notice period will be chargeable. If the hirer withdraws within one week of the start date agreed for each Term, the full letting fee for the 4 weeks' notice period will still be chargeable.
- Hire rates are subject to annual review and will be effective following 4 full weeks written notice.
- All hires which fall outside your regular hiring pattern/cycle e.g. special events will be subject to the normal deposit charges and conditions as herein set out.

Cancellation

The Executive Headteacher/Head of School or the Chair of Governors reserve the right to waive hire charges if deemed appropriate.

I have read and agree to all the rules, regulations and conditions of hire of the Governors of The Saints Federation as set out above and will ensure that:

- I am properly insured and licensed for the activities for which I am hiring the facilities selected above.
- I will not hold the Governors of The Saints Federation liable for any loss or injury howsoever sustained whilst on their premises, including any liability arising from noise complaints.
- I acknowledge that no tenancy is intended to be created between the Governors of The Saints Federation and myself and no relationship of landlord and tenant exists between us.
- I agree that should any event beyond reasonable control (eg. fire, flood, vandalism etc.) deem the area under hire unusable no liability whatsoever exists between the Governors of The Saints Federation and myself or any third party – save that a refund of any deposits will be made.
- I agree to abide by the school Health & Safety and the school First Aid Policy.
- I agree to abide by the school Behaviour and the school Safeguarding Policy and report any concerns to either a DSL or to the MASH team directly on 0208 3795555.
- In the event I am unable to continue hiring the premises I will ensure that any third parties affected will be refunded for any portion of the lettings that I have not been able to fulfil and I understand that the school will not be held liable.

Signed (Hirer) _____

Date: _____

Signed (School) _____

Date: _____

INFORMATION

To enable you to prepare for your function, and ensure that all runs smoothly you may find the following information helpful.

Setting up/Clearing away: The Site Manager will allow access to the area being hired approximately 15 minutes before the time you have booked, and will return 15 minutes before the conclusion of the hire period. Please therefore make sure that you leave adequate provision in your schedule to set up and clear up afterwards particularly allowing yourself time to vacate promptly at the end of your let, otherwise a penalty will be levied under the agreement overleaf.

Decorations (for hirers of the hall only): You may decorate the hall at your discretion – however only 'Blu Tak' or low adhesive masking tape may be used to attach decorations (all other means including Sellotape are forbidden).