



School Lettings Policy

Approved by: Management Committee

Version 3.0

Date of approval: Spring 2024

Date of review: Spring 2025

Version history

Version	Details
0.1	Previous ratified version of the policy reviewed by Hansa Panchal, school business manager, and management committee governors. A few additions to the terms and conditions of lettings have been included. Room capacities were rounded to the nearest ten.



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1.0	Consideration by management committee governors on 22 June 2021 resulting in ratified version.
1.1	No changes proposed by Jamie Maloy, head teacher, since previous version.
2.0	Consideration by management committee governors on 22 February 2022 resulting in ratified version.
2.1	Minor changes, including charges for lettings, proposed by Jamie Maloy, headteacher, since previous version.
3.0	Consideration by management committee governors on 21 February 2023 resulting in ratified version.
3.1	No changes proposed by Hansa Panchal. Policy review by Management Committee

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1. Introduction

Grange supports the community and private organisations by letting the school premises for appropriate activities that are carried out under the supervision of suitably trained and experienced people.

It is a condition of hire that the procedure detailed in the “Terms and conditions of letting” section is accepted and followed.

2. Aim of lettings policy

The school understands that its facilities, building and grounds are a valuable asset to the community and wishes, where appropriate, to make them available to community groups, organisations and individuals. Its secondary aim is to raise funds in order to improve provision for the children that attend Grange.

3. Scope

This policy covers all hire activities on the school premises and applies to all those attending such activities. There are two categories

- Community and not for profit use: educational or well-being activities that are led by the local authority, community or not-for-profit organisations; these activities will be charged at a standard community rate
- Private or commercial use: activities that normally take place outside school hours and that cover lettings such as privately organised activities; these activities will be charged at a local commercial rate

4. Terms and conditions of letting

4.1 Decision to let

- The decision to let rests with the head teacher, in consultation with the governing body
- Grange will not accept bookings for an event open to the general public
- The routine of the school must not be disrupted; in many cases, the school will use its discretion to decide the most appropriate time for lettings to commence and cease
- School premises can be considered for short-term or long-term lets; the school premises cannot be let without an approved application which must be submitted as soon as possible to secure the let
- **All new long term lets will be agreed for a starting period of one term and only extended if both sides are happy with the arrangements and if payments are received on time**
- The maximum total group size for a letting is 200 people, with no more than 150 adults at any one time; maximum capacities of individual rooms/facilities are



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Room	Capacity
Main hall (seated without chairs)	350
Main hall (chairs in rows)	150
EYFS hall (seated without chairs)	300
EYFS hall (chairs in rows)	130
Studio	40
Classroom (each)	30

4.2 Charges for lettings

Current charges for lettings are

Charges as at January 2021	Community rates	Private rates
Hall	£50 per hour	£100 per hour
Classroom	£30 per hour	£40 per hour
Studio	£45 per hour	£75 per hour
MUGA	£65 per hour	£100 per hour

- Lettings are charged on the basis of level and space provided, including a charge for opening, supervising and locking up. Saturday, Sunday or bank holiday bookings will incur an additional charge for caretaking of £75.00 per session.
- The governing body will review charges and conditions annually in the spring term to take effect in the following school year, commencing in the September. This will allow the school and the user group to give one term's notice for any long-term lets.
- Charges for long term lets will be negotiable

4.3 Applications and payments

- The person signing the let application form (found at the end of this policy) shall be an officer of the hiring organisation and shall be deemed to be the person responsible for ensuring that the hiring conditions are complied with, providing the school accepts the application



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- Every application must state the exact nature and purpose of the meeting for which the premises is required; failure to correctly identify the nature and purpose of the meeting may result in access being denied or hiring terminated early
- If the application is accepted, the contract will specify the room rate charges and the facilities being hired
- All hirers must have third-party liability insurance to the value of £10,000,000 and this must be provided at the application stage before any let can be approved
- A cash holding deposit of £1,000 must be paid before a booking is confirmed which will be set against any damages to the premises, its content and any cleaning costs; if any repairs, cleaning and/or replacement furniture is required as a result of the hirer's use, the cost will be deducted from the holding deposit and the balance will be refunded to the hirer within 14 days of the end of the hire period; if the cost exceeds the deposit amount, a further payment shall be required from the hirer within 14 days of the day of the event, to be paid by direct credit transfer
- The premises must be left in good order and vacated not later than the time booked; a charge will be levied for any time used over and above that booked; **money may be deducted from the deposit should a letting run over the agreed time**
- The hirer must undertake to make good any loss of property or damage to premises or property and to compensate the school against all actions, expenses, claims, damages, penalties and demands arising out of or in any way connected with the hiring
- A guarantee or security against loss will be requested prior to confirmation of booking if considered necessary by the governors and termination of the letting under such circumstances will result in any deposit held by the school being forfeited
- No hirer shall sub-let the premises to another party
- No announcement or advertisement shall be made as to the proposed event or activity for which a hiring is requested until the application for such hiring has been accepted by the head teacher/governing body
- Full payments of agreed price, including the deposit, must be made at least 14 days prior to the date of each hire; if the payment is not received within the date specified then the school reserves the right to terminate the agreement
- Invoices for long-term lets will be issued each term; **every invoice must be paid within 10 days of the date of issue by BACS transfer directly into the school's bank account and a remittance slip provided**

4.4 Cancellations and changes

- Governors/school leaders reserve the right to cancel a letting if the premises are closed or required for official purposes; other than in an emergency, efforts will be made to give the maximum notice possible



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- Cancellations by hirers will only be accepted in writing; deposits are non-refundable unless 14 days' written notice of cancellation is given
- For ad hoc lets, 7 days' notice of cancellation by the hirer must be given in writing; deposits will not be refunded on cancellations of less than 7 days; where block bookings have been made on a termly basis, the school requires at least 8 weeks' written warning of the cessation of the contract (not including school holidays); the school will, in turn, give the same notice to the hirer; if the hirer requires a longer period of notice by the school, then the school will require identical notice from the hirer
- Changes to bookings may incur a management charge of £50.00

4.5 Safeguarding and health & safety

- **Safeguarding: it is the hirer's responsibility to ensure that they comply with the regulations for safeguarding of children and vulnerable adults; criminal records checks (Disclosure and Barring scheme) must be completed for all adults who supervise children on site (see "Transfer of undertaking" at the end of this policy)**
- When an application is made, the prospective hirer will be given copies of our *Health & Safety Policy*, which includes fire and emergency evacuation instructions (also posted on all school exit routes), which they must sign that they have read and understood and agree to abide with in full; failure to comply with the *Health & Safety Policy* will result in the letting/lettings being terminated; termination under such circumstances will not entitle the hirer to any refund
- A fully stocked first aid kit must be supplied by the hirer and kept on site for the duration of the event and administered by the hirer; the school is not responsible for providing first aid
- The hirer should keep a written record of any incidents or accidents that occur whilst they are on school premises and should notify the school office by email the next working day; the school accepts no liability or responsibility for any accidents that occur during the hire unless the accident is caused by the negligence of the school
- Any directions given by a member of staff or set out in relevant policies on health and safety issues or in the evacuation of the premises must be followed
- Cars may only be parked within the car park bays; they may not be parked by the gates, on the kerb or the grass verge and all vehicles must be removed at the end of each letting
- It is the hirer's responsibility to complete risk assessments for all the rooms used as part of the letting, so they are aware of any risks and manage them; the school does not ask for or retain a copy of these assessments
- Any electrical equipment brought on to the site by the hirer must conform to current PAT testing requirements; the hirer is responsible for ensuring this equipment is safe to use and removing it off site at the end of each session
- The use of smoke machines and/or candles on site is strictly forbidden



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- The consumption of alcohol and smoking is prohibited on any part of the school grounds, including the access drives

4.6 Facilities provided and restrictions

- Hirers will have access only to the particular room(s) let to them; the use of the W.C. accommodation will be made available; no access will be permitted to other part of the building other than those specifically hired
- The use of the school kitchen is not permitted, food and drink may only be consumed in the school dining rooms ie the main hall and EYFS hall and in the playgrounds; any hot food brought into the school must not be placed on the hall floor or furniture which could be damaged; any food wrappers and containers must be disposed of in the dustbins provided; eating in classrooms is strictly prohibited and will result in the deposit being retained by the school
- It is the hirer's responsibility to supply all stationery such as pens, pencils, paper etc; school resources cannot be used under any circumstances
- The school's computers and other visual aid devices, which includes projectors and smart boards, are not for hire and are not to be used without prior agreement
- No preparations are to be applied to the walls, floor or paintwork
- Users are not permitted to attach anything to the school walls which includes the use of staples, Sellotape or Blu-tack; any portable displays must be removed after each hire session
- Stiletto heels are not permitted to be worn in the main hall and any damage to the floor must be reported immediately; the cost of repair to any damage will be charged to the hirer
- No equipment or furniture other than that provided may be used or left on the premises without written prior authorisation from the head teacher; the hirer will be required to ensure that any item of furniture used during the hire is returned to its original position and in its original condition, prior to leaving the premises
- Lettings for music, dancing or stage plays are permissible only if the entertainment is for a closed organisation where admission is by invitation or ticket and restricted to members of the organisation and their guests; the hirer will be solely responsible for obtaining any licenses or event notices required for any event from Ealing Council and/or Performing Rights Society (PRS) or Phonographic Performance Licence (PPL); the school accepts no liability for any issues resulting in a hirer's failure to adhere to any licensing provisions and the hirer's failure to obtain the relevant licences or notices will result in the school retaining and deposit paid
- No animals or livestock may be brought on to the premises without prior written permission from the head teacher



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- There will be no access to any school telephones except by pre-arrangement or for an emergency only; all calls will be charged for; hirers are expected to ensure that a mobile telephone number is provided to the school in the event that contact needs to be made

4.7 Protection of school property and the school community

- Every effort must be made by the hirer to protect school property and resources, including books, instruments, displays or anything else that is in the area of the let; furniture and equipment cannot be moved without prior agreement; damage to any property will be charged directly to the hirer
- It is the responsibility of the hirer to check the premises before and after the event and to remove and clear up any rubbish from the site and return the premises in the same state as prior the let; the cost of clearing any rubbish left or damage may be taken from your deposit
- The school expects everyone accessing our school to create and maintain a clean, safe, happy, caring learning environment which respects everyone on the school grounds, allowing children and adults to feel safe and comfortable and reach their potential
- It is our school policy to recognise and reward positive behaviour throughout the school at all times; through our *Behaviour Policy*, we aim to give pupils clear guidelines on acceptable behaviour and the consequences of misbehaving and, for this to be successful, we expect all responsible adults to implement positive behaviour at all times
- Good neighbour clause: our school is situated in a residential area and, as such, we are keen to be good neighbours; we require all those who operate on the our school site to adhere to the following
 - ☐ Loud music/noise must be kept to a minimum; **the school buildings and grounds must be vacated and cleared down by the agreed time and no later than 10.00 pm**
 - ☐ Music/noise should not be heard from the premises at the school perimeter
 - ☐ The hirer must take responsibility for the clearance of litter and other such waste
 - ☐ Hirers should not obstruct school entrances or the highway when dropping off/picking up and park only in marked spaces whether on the highway or school car park, where available to the hirer; residents' parking bays should not be used during controlled hours



Grange Primary School

Application For Let

Organiser's name:		
Company / organisation:		
Address:		
Tel contact:	Email:	
Guarantor's name:		
Address:		
Tel contact:	Email:	
Event details (nature and purpose)		
Dates:	Start time:	End time:

Rooms for hire:

Transfer of Undertaking

The health & safety and safeguarding of those present is the responsibility of those *in charge* of a let and not the head teacher and/or governing body of the school.

I/we the applicant and guarantor jointly and severally hereby undertake and agree with the governing body of Grange primary school to perform and observe the regulations and conditions set out in the school's *Lettings Policy*, should permission for the let be granted.

I/we the applicant and guarantor hereby joint and severally agree to indemnify the governing body of Grange and Ealing Council from and against all loss, damage, costs, claims, demands, expenses or charges which the school or council may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto and pay the school or council on demand all such sums as may be payable by reason of indemnity.

I/we the applicant and guarantor confirm that we have appropriate public liability insurance for this event of £10,000,000.

I/we the applicant and guarantor confirm that enhance Disclosure and Barring Service (DBS) checks, which include barring list information, have been completed for all adults who will supervise children on site.

I/we agree to the above terms and conditions of let

Name (organiser):	
Company:	
Address:	
Telephone:	
Signature (applicant):	Dated:
Name (guarantor):	
Address:	

Telephone:	
Signed (guarantor):	Dated:
Signed (head teacher)	Dated:

Office use only Invoice

issued date:

Amount:

Payment received: