



# Lyne and Longcross C of E (Aided) Primary School with Nursery

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## Lettings Policy

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## **Introduction**

The Governors have agreed to supplement the budget by encouraging the letting of the school premises where possible, provided that any letting must not be detrimental to the school or its pupils.

A letting is defined as "any community use of the school premises and /or grounds not associated with the corporate life of the school".

This policy should be seen in the context of our related policies on Finance, Charging, Health and Safety, Safeguarding and Child Protection, and our range of safeguarding and equality policies.

## **The Administrative Process**

1. The initial approach by potential hirers is to be made to the School Business Manager. If agreed, an Application for the Use of School Premises (form ED110) will be sent to the hirer.
2. The hirer submits, well in advance, a completed application form which sets out the time and date of the proposed hiring and the definition of the premises and facilities to be hired, including changing rooms for sporting events and toilets. The form will also give advice on maximum permitted numbers.
3. If necessary, the application is considered by the Headteacher and Chair of Governors. No public announcement of a function should be made until the booking has been formally confirmed.
4. Prior to the letting, information setting out the full details of the letting and a copy of the lettings terms and conditions will be sent out to the hirer. In certain circumstances at the discretion of the school, a non refundable deposit may be required. In the event of failure to pay the deposit, the premises will not be made available. Following the letting an invoice will be sent to the hirer and a receipt will be issued if requested.

## **Lettings Charges**

Current charges can be found in Appendix 1.

The Governing Body will review the lettings policy annually. Current hirers will be informed of revised charges a term in advance.

## **Conditions for the hire of the premises**

- All lettings will be at the discretion of the Governing Body.
- Lettings after midnight will not be permitted.
- All hirers must comply with the regulations set out on the application form and abide by the school's regulations.
- The premises will not be let to anyone under the age of eighteen or any organisation or group with an unlawful or extremist background or for an activity that is potentially dangerous to participants or third parties.
- All hirers must secure the specified insurance cover for the letting, including public liability insurance of 5 million pounds or opt to take out cover through the school at an agreed premium.
- In the case of public events hirers are responsible for undertaking their own risk assessments. Hirers working with children must ensure their correct supervision, have current enhanced DBS clearance (paid for by the hirer) and give written confirmation to the school that they follow their Safeguarding and Safer Recruitment policies (copies to be provided).

- All school buildings, associated premises and grounds are non-smoking areas and naked flames e.g. candles, are not permitted.
- If the position of any movable furniture is altered during the course of a letting, the hirer shall be responsible for returning them to their original position before leaving.
- Items of school equipment such as stage lighting, projectors and pianos may be used only by prior arrangement with the school. An appropriate additional charge may be levied. No alterations or additions shall be made to lighting or other electrical installations without the prior consent of the school. The hirer is responsible for the safe and appropriate use of the equipment.
- Any electrical equipment brought by the hirer on to the school site must comply with the LA code of practice for portable electrical appliance equipment. Equipment must have a certificate of safety from a qualified engineer.
- The school is not responsible for any loss or damage to vehicles parked on its premises, or their contents, or to equipment brought onto the site.
- No intoxicants shall be brought on to or consumed on the premises without the prior approval of the Governing Body. Where a licence for the sale of alcohol is necessary for a function the hirer is solely responsible for obtaining such a licence.
- The hirer shall ensure that premises are vacated promptly at the end of the letting and supervise any children until they are collected and ensure named adults collect them. The premises will be left in a clean, tidy and undamaged condition.
- Hirers may be required to sign a locking up checklist on the conclusion of the letting.
- All hirers must report any accidents as soon as possible and complete an injury report form
- Furniture and fittings will not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the drilling of nails or screws will be permitted
- In the event of any damage to premises or property the school will make it good and the hirer will pay the cost.
- It is the hirer's responsibility to provide their own first aid kit, particularly in the case of sports lettings, and to ensure a First Aid Trained Person is there when groups are on site.
- Use of the kitchen is at the discretion of Surrey Commercial Services and may be charged at their current rates.
- The hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the LA against all sums of money which the LA may have to pay by reason of an infringement or copyright or performing right occurring during the period of hire covered by this agreement.
- The hirer shall not sub-let to another person.
- The school landline is only available to hirers in an emergency.
- Hirers are responsible for familiarising themselves with emergency exits and must ensure members are aware of evacuation procedures.
- The Governing Body and its agents reserve the right of access to the premises during the letting. The headteacher can summarily terminate any letting or series of lettings if in his/her opinion this is justified.
- The Governors will hire and pay for a person to be responsible for the security of the premises before and after the hire. Any charges will be passed on to the hirer as part of the letting charge. If the Governors allow the hirer to hold keys then they must be signed for on the appropriate form. Keys should not be passed to any other person without direct permission of the Governing Body.
- The Governors will resolve conflicting demands for the use of the premises with priority given to school functions and LA lettings.

## **Capacity**

The number of people permitted to attend an event will depend on the nature of the activity. The guidance reflects that given by Fire Prevention Officers for halls used for assembly functions.

- If the event has dancing and there are no chairs or tables set out, one person per 6 square feet (0.55 square metres)
- For a seated audience, one person per 6 square feet (0.55 square metres)
- If the event has dancing and chairs or tables are set out, one person per 8 square feet (0.72 square metres)
- Where people are seated at tables (restaurant style) one person per 10 square feet (0.92 square metres).

## **Appendix 1**

Lettings charges:

Private Hire -

£25 per hour for the school hall (additional £5 per hour to include use of field.)

Block bookings may attract a discount.

50% discount for a one week all day booking

£10 winter supplement per hire for fuel costs (November – 31<sup>st</sup> March)

Clubs -

£12 per hour for the school hall. (Additional £5 per hour to include use of field.)

£12 per hour for use of a classroom. (Additional £5 per hour to include use of field.)

£12 per hour for use of field