

**St. Andrew's CE (VA) Infant School and St. Andrew's CE (VA)
Junior School**

Joint Lettings Policy



Title	St Andrew's CE (VA) Infant and Junior Schools Joint Lettings Policy
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Date	September 2022
Author	St Andrew's CE (VA) Junior School
Approved by Headteacher	September 2025
Approved by governing body	N/A
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Modification history			
Version	Date	Description	Revision author
1.0	March 17	March 17 update	ES/AJ
1.1	Sept 19	Sept 19 – update to joint school policy	ES (SBM)
1.2	June 2020	Annual Review	SH
1.3	Sept 22	Annual Review	SH
1.4	Sept 23	Annual Review	JH
1.5	Sept 24	Annual Review	JH
1.6	Sept 25	Annual Review	JH

1 Review and Ownership

The Lettings Policy has been written by St Andrew's CE (VA) Infant and Junior Schools.

The policy has been reviewed and agreed by the senior leadership team and approved by governors.

The policy will be reviewed annually or when any significant changes occur.

2 Aim

It is the Governors' policy to encourage the community use of the school premises provided that the ethos of our church school is not compromised. The school premises consist of the site, playing fields and all school buildings on site.

Any lettings should be outside normal school operating hours having regard to staff training days and the availability of the caretaker/Site Manager.

3 Priorities for use

An order of priority shall be established for lettings as follows:

1. School events e.g. open evenings, carol services, concerts, school discos, Governors meetings etc.
2. St Andrew's Juniors PTA e.g. School Fair, social events, meetings
3. Community use e.g. PE school, yoga classes etc.
4. Church organisations e.g. Church Council meetings, social events
5. Other organisations e.g. youth football teams, keep fit groups, wine circle, private individuals etc.

Any request to use the school premises will be considered on a case by case basis.

Any lettings arrangements are made following consultation and agreement with all parties involved and are subject to the availability of the Federation Site Manager and/or Caretaker (Infants).

The governors will not discriminate against any user or potential user on the grounds of sex, marital status, colour, race, disability, nationality, ethnic or national origins in accordance with the Equality Act 2010.

4 Use by St Andrew's Juniors PTA

Where the school is being let to the St Andrew's Juniors PTA in order to raise funds for the school then no charge will be made for using the school premises (see section 4). This special provision is granted on condition that:

- All arrangements are authorised in advance by the Head of School following consultation with all parties involved, particularly the Federation Site Manager / Caretaker (Infants).
- St Andrew's Juniors PTA provide such assistance as is necessary to prepare the room or rooms for the function
- St Andrew's Juniors PTA ensure that all parts of the building used are returned to the same condition they were before the letting
- All furniture and equipment is returned to its usual place before vacating the premises and all litter and rubbish is removed at the end of the letting.

In the event of these conditions not being complied with, the school reserves the right to charge the full amount for the lettings as set out below.

5 Charges

Hire charges for the financial year 2025 / 2026 are as follows:

Outdoor areas	£30.00 per session at either site
Assembly Hall	£35.00 per hour at the Infant & Junior School
Other indoor areas	from £30.00 per hour at the Infant & Junior School
Administration fee	£15.00 per booking at either site

6 Management

The day to day management of lettings shall be delegated to the Head of School. In the event of any application of a political or commercial nature or in the event of any doubt, reference should be made to the Chair of Governors before permission for a letting is granted.

Addendum

- 1. Administrative Procedures for Hiring of School Premises**
- 2. Terms and Conditions for the Hire of School Premises**
- 3. Application for Hire of School Facilities**

Date: September 2025

Review Date: September 2026

ADMINISTRATIVE PROCEDURE FOR HIRING OF SCHOOL PREMISES

1. When a letting enquiry is received, the Application for Hire of School Facilities form together with the Terms and Conditions for the Hire of School Premises will be given to the proposed Hirer.
2. The Application for Hire of School Facilities form must be returned to the Executive School Business Manager at the relevant site at least 28 days prior to the proposed date of hire.
3. Upon receipt of the Application for Hire of School Facilities form the Head of School will decide if the letting is approved.
4. The Executive School Business Manager will advise the Hirer of the decision. If approved, an invoice for the cost of the hire will be sent to the Hirer.
5. Payment for the cost of the hire must be received at least 7 days prior to the letting.
6. The Executive School Business Manager will notify the Federation Site Manager / Caretaker (Infants) of any lettings and update the school diary.
7. The Executive School Business Manager will hold a pre-letting meeting to set 'ground rules' including car parking arrangements, numbers of people allowed, location of fire exits and equipment, availability of emergency first aid equipment, areas of school available, access to toilets, equipment use, agreeing security arrangements, arrangements for checking and securing premises on opening and completion of events.

ST ANDREW'S CE (VA) INFANT & JUNIOR SCHOOL

TERMS AND CONDITIONS FOR THE HIRE OF SCHOOL FACILITIES

All terms and conditions set out below must be adhered to. The "Hirer" is the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Applications

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

Where premises are hired for an activity involving persons under the age of 18, it is the Hirer's responsibility to ensure that all adults involved are suitable to work with persons under 18 years and have been subject to the appropriate safeguarding checks.

If a letting involves contact with the school's pupils, all those involved must be DBS checked in accordance with DCSF guidance. These checks must be made by prior arrangement with the Executive School Business Manager with at least eight weeks notice to ensure that the checks can be carried out in time. The cost of DBS checks will be recharged to the Hirer.

Charges

One-off lets will be invoiced before the date of letting and must be paid by that date. For a series of lets, an invoice will be issued (for the full term) prior to the start of the term, which should be paid before the date of the first letting. Discounts for block bookings will not be given.

Cancellations

Priority will be given to school functions and any maintenance work to be carried out on the school and lettings may be cancelled at any time for this reason.

Should the Governors be of the opinion that a function is likely to prove unsuitable or contravene the contract they have the power to cancel the engagement without providing a reason. The Governors will not be liable for any contingency or pay any compensation whatsoever arising.

In the event of the Hirer cancelling or failing to take up any booked period of hire, the charges in respect thereof shall remain due but if the hiring is re-let the Governors may, at their discretion return a percentage of the hire charge to the Hirer.

Limits on Use

The Hirer must not use the hired premises for any purpose other than the purpose for which it was hired and must not sublet the premises or any part thereof.

The Hirer shall ensure that the number of persons using the premises does not exceed the number for which the application was made and approval given. Fire regulations place a limit on the number of people allowed in different parts of the school. You should check with the school to ensure that these are not infringed.

All dances must be private. Admission must be by ticket only. Under no circumstances shall tickets be sold or money tendered at the entrance hall.

Health and Safety

It is the responsibility of the Hirer:

- To appoint a Fire/Emergency Evacuation Marshall who should be in attendance at all times throughout the duration of the letting and should acquaint him/herself with the fire evacuation procedure, fire escape routes, fire assembly points and fire fighting equipment.
- To provide an up to date risk assessment of the activities to be undertaken with a clear indication of the risks involved and the control measures to be implemented. Failure to provide a risk assessment will result in your application for hire being refused by the school.
- To provide written details of first aid arrangements, including names of first aiders and kits available. The school does not provide first aid facilities.
- Not to allow smoking anywhere on the premises, including grounds.
- Not to allow any animal (except properly trained guide dogs) on the premises, including grounds.
- To ensure that the relevant public liability insurance is in place. This is not included in the charges.

Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the premises.

Lost Property

The Governors will not accept responsibility or liability in respect of any damage or loss of property or articles whatsoever placed or left on the premises by the Hirer or anyone attending the event, the hirer must provide their own attendants for cloakrooms and be responsible for any mistake or loss that may occur.

Damage to Premises

The Hirer shall not drive any nail, screw or other fastening into the walls, floor, ceilings or furniture. The Hirer must not use chalk, polish or any other materials on the floors. Suitable footwear should be worn at all times. Should any damage to the building, furniture, fittings or apparatus occur, then the Hirer shall pay the full cost of any repairs required. The Governors shall be the sole judge of the damage done and the amount thereof.

School Equipment

This can only be used if requested on the initial application form, and if it's use is approved by the Governors.

Any property owned by the school, damaged, lost or missing from the premises during or in connection with any hiring must be paid for by the Hirer.

Breakages shall be reported to the Caretaker and the Hirer will be responsible for the cost of replacement.

No furniture can be brought onto the school premises unless by prior arrangement.

Electrical Equipment

Any electrical equipment brought by the Hirer onto school premises MUST comply with the LA code of practice for portable electrical appliance equipment. The intention to use any electrical equipment must be notified on the application.

IT Equipment

If the Hirer requires use of the school laptop in the Hall this must be specified at the time of hire. Any material to be loaded onto the laptop must be provided in advance of the hire so that it can be checked and approved by the School's IT support officer.

Kitchen

The school kitchen facilities may only be used with by prior arrangement with the school. The school reserves the right to insist that a member of staff is present to supervise such use. The cost of this will be passed on to the Hirer. An assurance from the Hirer about the condition in which the kitchen will be left after use will be requested. If the condition is not satisfactory, the cost of

cleaning and/or repairs will be passed to the Hirer.

Accidents

It is the responsibility of the Hirer to ensure that any accidents, incident or dangerous occurrence which occurs during the period of hire is reported promptly to the Federation Site Manager.

Liability of Personnel

The Governors are jointly insured with the Council for Third Party liability in respect of claims arising due to their own negligence. The Hirer may take out their own additional personal accident insurance cover if they so wish.

Car Parking

The Hirer shall be entirely responsible for parking arrangements for vehicles and indemnify the Governors against any damage or loss. Please be considerate of neighbouring properties when parking and ensure that access to properties is not obstructed by vehicles involved in the letting. The Governors will not accept responsibility or liability in respect of any damage or loss of vehicles left on site.

Toilets

Only the toilets designated at the time of hire will be available for Hirers to use, e.g. hire of School Hall – staff entrance toilets.

Right of Access

The Governors reserve the right of access to the premises during any letting. The Executive Head Teacher, Head of School, Federation Site Manager, Caretaker or members of the Governing Body may monitor activities at any time during the hire period.

Vacation of Premises

The Hirer shall leave the premises in a reasonably tidy condition at the end of the hire period. All equipment must be returned to its correct place of storage. If this condition is not adhered to, an additional cost may be charged.

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

St Andrew's CE (VA) Infant & Junior Schools

APPLICATION FOR HIRE OF SCHOOL FACILITIES

Invoice No. -

Date –

Name of Organisation:

Name of Applicant

(To whom correspondence can be sent):

Address: C/o

Postcode:

Daytime phone:

Mobile:

E-mail:

Name for Invoice:

(eg Treasurer)

Address for Invoice:

(if different from above)

Postcode:

Daytime phone:

Mobile:

E-mail:

Facilities Required (please tick box):

Assembly/Sports Hall (£35 per hour) ☐

Football Pitch/Field (£30 per session) ☐ Changing Facilities (£5 per session) ** ☐

Special Requirements (e.g. equipment) these must be requested at time of application:

Purpose of Hire:

Start Date: (Include Day)	End Date:
No. of sessions:	Times (include access):
I have read and accept the 'Terms and Conditions of Hire of School Facilities' sent with this form and agree by the conditions stated and any additional special conditions communicated to me. I am over 18 years of age.	
Signed:	Date:
On behalf of:	

Please provide the following information to validate your application

Insurance Company Name:

Policy No: -

Expiry date: -

Please return the completed booking form together with your payment the relevant school site. A copy of this form will be returned to you confirming your booking.

You are requested to always keep your payments in advance of usage. This is an ESSENTIAL condition of hire.

Office use only

I acknowledge receipt of the sum of £.....and confirm the booking as detailed on this form.

Signed on behalf of St Andrew's CE (VA) Infant/ Junior School: -

.....

Date form returned to hirer:.....

Total amount payable.....

Cheques made payable to 'St Andrew's CE (VA) Infant School / St Andrew's CE (VA) Junior School'