

Non Statutory

Lettings and Conditions of Hire Policy

Purley CofE Primary School

Date of policy: July 2009

Review Cycle: Annual

Reviewed By: Business Committee

Approved By: Business Committee

Last Reviewed: Spring 2025

Next review date: Spring 2026

Learn to love, love to learn



'Let all that you do be done with love', 1 Corinthians 16:14

Change History

Version	Date	Description	Change
1.0	Dec 2020	Replaces the previous version of the policy	Clerk
2.0	September 2021	Annual review completed. Minor amendments: <ul style="list-style-type: none">• Hours of letting• Supply of mobile phone by hirer	SBM
3.0	September 2022	Annual review completed and version control applied. See Track Changes, No further amendments.	SBM
4.0	January 2024	No amendments made	HT
5.0	March 2025	Replaces the previous version of the policy. Significant changes made to enhance policy clarity: <ul style="list-style-type: none">• Streamlined summary of terms and conditions for easier reference.• Relocated charges and West Berkshire Hiring Form to the appendix for improved document flow.	HT

Purley CofE Primary School

LETTINGS AND CONDITIONS OF HIRE POLICY

INTRODUCTION

Purley CofE Primary School welcomes the responsible use of its facilities by external groups and individuals. This policy outlines the terms and conditions for hiring school spaces, ensuring the safety and well-being of all users while maintaining the school's values and commitments.

LETTING GROUPS AND CHARGES

Charge Band A (Commercial Use): Includes activities such as private parties, fitness classes, and holiday clubs.

Charge Band B (Non-Profit Use): Applies to community-based activities run by organizations such as the Parish Council and the Local Education Authority.

Charge Band C (School-Affiliated Use): No charge applies to activities directly linked to the school, such as PTA events, governor meetings, and Purley Community events (subject to the Headteacher's discretion).

Weekly Holiday Lettings: For extended use during school holidays, with a minimum booking period of one week.

All lettings may be subject to VAT.

The Headteacher has the discretion to waive or amend fees based on individual circumstances.

BOOKING AND PAYMENT

All bookings must be arranged and paid for in advance, with full payment required upon receipt of an invoice from the school. The school will contact the hirer with details of how to submit payment in full prior to the hire date. The hirer must sign and return the **West Berkshire Council Hirer's Liability Contract** before the hire period begins. The school reserves the right to refuse applications that conflict with its values or could result in reputational harm.

Availability of Facilities

Lettings are available at the following times:

- **During term time:** 3:20pm– 11:00 pm
- **During weekends and school holidays:** 9:00 am – 11:00 pm

Alternative timings may be considered at the discretion of the Headteacher.

The facilities available for hire include the school hall, kitchen area, library, adult and children's toilets, and access areas, including the tables and chairs therein. Any additional equipment, such as sound systems or hall apparatus, must be agreed upon in advance and may be subject to an additional charge.

CANCELLATIONS

The school reserves the right to cancel a booking with a minimum of three days' notice, in which case a full refund will be issued. The school is not liable for any financial loss beyond the refund of the hire fee.

If the hirer needs to cancel, at least three days' notice must be given. Cancellations with less than three days' notice will not be refunded.

TERMS OF USE

The use of the school facilities must align with the values of the Church of England and be approved by the Headteacher and the Governors.

Hirers must use the premises solely for the agreed purpose and **must not sublet** the facilities to a third party. The school retains control and management of the premises at all times.

Users are expected to leave the premises in a clean and tidy condition. Any additional cleaning or damage to equipment or facilities will be charged to the hirer. The following restrictions apply:

- Smoking is strictly prohibited anywhere on school premises.
- No dogs are allowed on the premises.
- Appropriate footwear must be worn—stiletto heels or marking shoes are not permitted.
- Parking is permitted only in designated spaces, and hirers must be considerate of local residents.

RESPONSIBILITIES OF THE HIRER

Hirers are responsible for supervising attendees and ensuring the safety of all participants.

For **Charge Band A and B bookings**, the hirer must provide their own first aid kit. Groups falling under **Charge Band C** may use the school's first aid kit but must follow school policies when doing so.

A valid copy of **public liability insurance** must be provided by the hirer, and a signed copy of the lettings agreement must be submitted prior to hire.

FIRE AND EMERGENCY PROCEDURES

Hirers must ensure that a fully charged mobile phone is available during their hire period for use in emergencies.

Fire exits are clearly signposted, and the assembly point is located at the **rear entrance of the school**. The school's fire alarm system is NOT linked to a fire station. Therefore, in the event of a fire it would be necessary to call the emergency services directly. Please call using a mobile phone from the car park.

A copy of the school's Site Emergency Plan is kept outside the hall. This should be given to the Fire Officer.

Upon discovering a fire:

1. Raise the alarm and call emergency services.
2. Evacuate the building immediately using the nearest exit.
3. Gather at the designated fire assembly point.
4. Alert emergency services to the location of the fire.
5. Notify West Berkshire Council's Out of Hours Duty Officer (01635 42161) if school staff are not present.

It is the hirer's responsibility to inform all attendees of these safety procedures before the event begins.

In the event of discovering any health and safety defects or reporting any health and safety incidents please complete Appendix 1 and hand in to the school office or member of staff immediately. Alternatively, it can be emailed to finance@purley.w-berks.sch.uk.

SIGNED:

On behalf of the Governing Body

This policy is reviewed annually.

Date of last review: Spring 2025

APPENDIX A

LETTINGS SCALE OF CHARGES: effective from 1st April 2025

REGULAR LETTINGS *(at least 8 per term)*

Use of School Hall, Classroom or Group Room

Charge Band A:	£15 per hour
Charge Band B:	£12 per hour
Charge Band C:	no charge
Weekly Holiday Lettings:	£225-£250 per week (minimum booking 1 week)

SINGLE EVENT LETTINGS

Use of School Hall, Classroom or Group Room

- Weekday rate at £20 for first hour, then £10.00 per half hour

The Headteacher has the discretion to waive or amend fees based on individual circumstances.

Note: The school is not able to provide facilities for weddings, birthday parties, discos (other than those organised by the school for its pupils or parents) or similar functions



CONTRACT FOR THE HIRE OF SCHOOL ACCOMMODATION AND EQUIPMENT

(For Individuals, Companies, Organisations, and School PTA)

Note: Contracts are **not** entered into with a club. If the premises are hired on behalf of a club, the contract must be between the school and an individual officer of the club. The hirer is liable for all debts and liabilities arising under this agreement.

Hirer Details

- **My/Our Name:**
- **Address:**
- **Postcode:**
- **Telephone Number:**
- **Occupation:**

Accommodation and Equipment Required

- **Facilities to be hired** (e.g., rooms, hall, playing field, car park, etc.):
.....
- **Additional Equipment (if applicable):**
.....

Purpose of Hire

(Fully state the purpose of the hire of the premises)

.....

Hire Duration

- **Date(s) of hire:**
- **From:** **To:**

IN ACCORDANCE WITH THE SCHOOL'S LETTINGS POLICY, CONDITIONS OF HIRE AND SCALE OF CHARGES, I/WE (otherwise referred to herein as the hirer, my/our, myself/ourselves, me/us) HEREBY AGREE:

1. that the School reserves the right to terminate the hire with immediate effect should it be found that any part of the School and/or its equipment has been damaged, stolen or used inappropriately or if as a direct consequence the hire of the premises impacts on the operational function of the School for its primary purpose;
2. to hire and use the accommodation/equipment as detailed above in accordance with the School's lettings policy and conditions and charges which I/we confirm that I/we have seen, read and understood;

3. that the School may, at its discretion, demand full payment of its charges or any part thereof in advance of the hire taking place whether before or during the duration of this agreement whereupon I/we shall pay the school's charges on demand;
4. that I/we have read, understood and agree and shall observe, fulfil and comply with all the Conditions set out below.

IN ACCORDANCE WITH THE SCHOOL'S LETTINGS POLICY, CONDITIONS OF HIRE AND SCALE OF CHARGES, I/WE (otherwise referred to herein as the hirer, my/our, myself/ourselves, me/us) HEREBY AGREE:

1. that the School reserves the right to terminate the hire with immediate effect should it be found that any part of the School and/or its equipment has been damaged, stolen or used inappropriately or if as a direct consequence the hire of the premises impacts on the operational function of the School for its primary purpose;
2. to hire and use the accommodation/equipment as detailed above in accordance with the School's lettings policy and conditions and charges which I/we confirm that I/we have seen, read and understood;
3. that the School may, at its discretion, demand full payment of its charges or any part thereof in advance of the hire taking place whether before or during the duration of this agreement whereupon I/we shall pay the school's charges on demand;
4. that I/we have read, understood and agree and shall observe, fulfil and comply with all the Conditions set out below.
 - a) I/we agree that all requirements relevant to the hire of the premises will be complied with, including obtaining any necessary licence (such as for the sale of alcohol) and that all personnel employed by the hirer or involved in the activity concerned will be informed of these requirements and conditions.
 - b) Three clear working days' notice is required in order to cancel a booking. If this notice is not given I/we will be required to and agree to pay the full hire charge.
 - c) VAT may be applicable in certain circumstances and for certain hirings. I/we have enquired and established at the time of making the booking whether VAT is payable.
 - d) I/we will ensure that a responsible person will be present on the premises at all times during the full period of the hire.
 - e) I/we accept full responsibility for damage to or theft from the School's and Council's property, over which I/we have control, occurring during the period of hire of the premises.
 - f) Any cleaning undertaken which, in the opinion of the officers of the School, is required as a result of the hiring and outside the scope of the agreed hire charge, will be charged to me at the appropriate rate.
 - g) The School and West Berkshire Council accept no responsibility whatsoever for any loss of or damage to personal property, howsoever caused, brought into or left in the premises during or as part of the hire of the premises, unless such loss or damage arises as a direct result of the negligence of the School or West Berkshire Council.
 - h) The School and/or West Berkshire Council shall not be liable to the Hirer for any consequential loss.
 - i) If I/we discover any hazard(s) regarding access to the school premises or regarding the equipment to be used, whether before or during the hire of the premises, I/we shall immediately make a representative of the School aware of the hazard(s).

- j) I/we agree that no equipment will be used without the prior written approval of the Head Teacher or an authorised representative of the School, as the case may be, and that the installation and use of my/our equipment will have been agreed by the Head Teacher or an authorised representative of the School in advance of such use or installation and the use or installation will be carried out by trained and competent personnel.
- k) I/we agree to familiarise myself/ourselves with the position of telephones, escape routes, fire alarms and fire fighting equipment.
- l) I/we agree to read and ensure that I/we understand any notices regarding the procedures to be followed, and action to be taken, in the event of fire and I/we agree to ensure that that such information will be passed on by me/us to anyone using the premises during the period of hire.
- m) I/we shall indemnify the School and West Berkshire Council against any legal liability for loss, damage, demand or proceedings whatsoever, arising under statute or at common law, for damage to property, which shall include the hired premises, or personal injury to or death of any person, caused during or by circumstances arising from, related to or connected with the hire of the premises except where arising from the negligence of West Berkshire Council, the School or its Governing body.
- n) I/we agree to effect Third Party/Public Liability Insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under statute or at common law, for damage to property, which shall include the hired premises, or personal injury to or death of any person, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:
 - i) accidental bodily injury or disease, including death to third parties and in respect of damage to their property – **limit of indemnity not less than £5 million**
 - ii) accidental damage howsoever caused, including by fire, to the premises on hire – **limit of indemnity not less than £5 million**

EXCLUDED LETTINGS

- **Political meetings**
- **Professional Entertainment promotions**

Signatures

Signature of Hirer (if an individual):

.....

OR

Authorized Signatory (if a firm, partnership, company, or organisation):

.....

Position:

Date:

Witness Signature:

Name of Witness (in block letters):

Address of Witness:

Postcode:

Occupation:

Invoice (if applicable) should be sent to:
.....

Important: This form must be returned to the school at least **10 working days before** the proposed hire date. A booking will not be formally confirmed until payment is made.

** If the hirer is a firm this agreement must be signed by a partner of the firm. If the hirer is a limited company this agreement must be signed by a director or the secretary of the company. If the hirer is a club or similar organisation this agreement must be signed by an authorised officer of the club or organisation. This form must be returned to the school at least 10 working days before the proposed date of the hire.

APPENDIX C

<u>Accident Report Form for Lettings</u>	
SECTION 1 – About the incident	
What are you reporting?	
Date and time of Incident	
Where did it happen? (Location and room)	
Witnesses – Name and contact details of witnesses	
SECTION 2 – About the person involved	
Name, Address and role e.g. contractor, staff	
What type of injury has been sustained? Please include which part of the body was affected.	
What treatment was provided? First aid / hospital	
SECTION 3 – Details of the person completing the form	
Name, Address and role e.g. contractor, staff	
Date completed:	
SECTION 4 – Reporting of Health and Safety Defect	
Location of Defect	
Details of defect and possible risks found	
Date	

Please return this form to member of staff, hand into the office, or email to finance@purley.w-berks.sch.uk.