

**‘With the help of God, working together
for success’**



St Michaels C of E (C) Primary School Lettings Policy

**To be ratified by the Governing Body on: 23/10/23
Review date: October 2026**

Signed: _____ (Chair of Governors)

Signed: _____ (Head)

Date: _____

Lettings Policy

Lettings are a valued part of school life and it is therefore important that good relationships exist between everyone who uses the building.

The aim of this statement is to inform all persons wishing to hire the premises of the procedures and rules which are to be followed.

1. All requests for lettings must be put in writing to the Headteacher at least 10 working days prior to the proposed date and a Lettings Agreement must be signed. This Agreement will include times and date of letting, financial costing (to be agreed between school and hirer) and a list of the rooms to be used.

Once signed, the agreement is binding. Requests to change any part of the agreement must be made in writing and will only take effect following written confirmation that such requests are accepted.

2. All lettings are subject to the following notice of termination:
Cancellation of an individual letting - 5 working days in writing.
Cancellation of a complete booking - 20 working days in writing.
Failure to give required notice of cancellation will result in the hirer being liable for the full charges of the letting.

All invoices must be paid to the school within 5 working days. Failure to pay may result in the letting being suspended until payment is received.

3. Groups who use the building will have regard to the security procedures. It is the responsibility of the Leader/Supervisor to monitor carefully who comes on site and leaves during the letting. It is the group's responsibility to take care of its property. School cannot take responsibility for loss or damage to personal belongings.

4. **Safeguarding**

- Groups letting our facilities must have appropriate safeguarding policies and procedures in place.
- Copies of policies and details of procedures must be given to the Head Teacher in writing before the let is agreed.
- Failure to comply with safeguarding policy and procedures may result in termination of the letting agreement.
- Groups letting out our facilities are responsible for conducting their own DBS checks. We will require written confirmation that checks have been carried out.
- Groups must have a named person responsible for safeguarding and the Head Teacher or Business Manager must have sight of their DBS.

- Our Designated Safeguarding Lead in school is the Head Teacher. Details of other trained staff are displayed around school.
- We encourage the named person to be appropriately trained and can offer support with this if needed for safeguarding and Prevent.
- Any DBS certificates which raise concerns must be discussed with the Head Teacher.
- Should any groups letting have any concerns or questions about safeguarding, they are welcome to discuss them with the Designated Safeguarding Leads in School.

5. How we would respond to any allegations linked to a group letting our facilities.

- We would follow our safeguarding procedures. Our most up to date policy is always available on our school website.
- Our Local Authority Designated Officer (LADO) may be informed.

6. All lettings must ensure high levels of supervision whilst on site, and the following points adhered to:-

- The use of school equipment is not included in the hire of premises, unless a separate arrangement has been made.
- Any damage to premises/school equipment must be reported and will be charged to the hirer.
- Food and drink are not allowed in the Halls or Foyer area.
- Smoking is not allowed in school.
- When vacating the building ensure the rooms are tidy.
- The school is not responsible or liable for damage or injury to property or any person during the use of the premises.
- Groups letting out our facilities must have the appropriate level of first aid cover and relevant certificates must be provided to the school – please refer to the Headteacher.

All lettings must be in line with St Michael's vision and values. This will be determined by the Head Teacher.

7. Groups are encouraged to arrive and leave the building promptly so that the key holder can unlock/lock the building at the stated times. Failure to do this may result in additional charges being incurred.
8. We reserve the right to cancel any letting without giving a reason.

9. Charging cycle will run from 1st September to 31st August each year, and Groups will be given one month's notice of any changes to cost.
10. Outside providers of activities must have up to date DBS checks, evidence of which must be provided to the school.
11. All regular lets must be insured by the provider, and copies of insurance certificates provided to the school
12. The decision of the Governing Body, or their nominated representative on site, is final.

Date of Revised Policy: 9/10/23

Approved by Governors: 23/10/23

Review Date: October 2026

Application for Hire of School Premises (Lettings)

NAME OF SCHOOL	ST MICHAELS C OF E (C) PRIMARY SCHOOL
DETAILS OF LETTING REQUIRED (please tick)	☐ Hall ☐ Classroom ☐ Kitchen ☐ Field /MUGA ☐ Playground ☐ Children's Gym ☐ Other please specify
EVENT TYPE	
NUMBER OF OCCUPANTS	
DATE REQUIRED	
TIMES REQUIRED	
NAME AND ADDRESS OF HIRER	
TELEPHONE NUMBER	
EMERGENCY TELEPHONE NUMBER	
FEE	
DBS DETAILS	

SAFEGUARDING POLICY	
INSURANCE DETAILS	
FIRST AID PROVISION	
ADDITIONAL INFORMATION	

PLEASE NOTE YOU WILL BE RESPONSIBLE FOR CLEANING THE ROOM AT THE END OF HIRE PERIOD, AND LEAVING THE ROOM IN A TIDY AND PRESENTABLE MANNER.

I have read and understood the H&S Policy and the Lettings policy and accept full responsibility for the health and safety of those using the premises during the hire period/s

Name.....

Signed..... Dated

Return form to St Michael's C of E (C) Primary School.

Office Use
Booking Confirmed By:.....
DBS confirmed
Safeguarding Policy confirmed
Insurance confirmed
First Aid provision confirmed
Signed
Dated