

**Chaddleworth St. Andrew's and Shefford**  
**Church of England Federated Primary Schools**  
*'Living life n all its fullness'*

Chaddleworth St Andrews and Shefford Church of England Federated Primary Schools	Effective Date:	26.01.23
<b>Policy and Procedure Statement</b>	Revision Date:	January 2025
<b><u>LETTINGS POLICY</u></b>	Approval:	26.01.23

Name		Signature	Date
<b>Chair of Governing Board</b>	<b>Jim Hazlewood</b>		
<b>Headteacher</b>	<b>Alison Stephenson</b>		

**Revision History**

Date	Rev No	Change	Ref Section
04.12.12	1	Removal of point 9 "Resources" from previous policy – consequent re-numbering of points	9
04.12.12	2	5. Deposit – revised from "A refundable deposit of £50 will be required from..." to read "A refundable deposit of a minimum of £50 and a maximum of £ 500 will be required from the hirers wishing to use the premises for a single function. The amount will be at the discretion of the Chair of Governors or the Chairman of the Resources Committee."	5
19.04.18	3	All sections – to adopt West Berkshire Model Policy	All

## **1. Rationale**

- To govern and encourage the use of the school premises during outside of normal school hours.
- Elements of the school site may be let to other organisations outside normal school hours.
- Charges may be levied for the use of the site.
- This Policy determines the guidelines for these lettings.

## **2. Purpose and Objectives**

The overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

It is the policy of the Governing Body to allow the use of the school's facilities:

- for the benefit of the local community
- To establish links with external bodies and the local community.
- To increase income without detriment to the school
- To generate income for the enhancement of education within the school

The Governors reserve the right to refuse a letting at their absolute discretion.

Lettings will only be authorised one confirmation of adequate Public Liability Insurance, either from the Local authority or the hirer is in place.

## **3. Management of Policy**

This policy is implemented and managed by the Headteacher and the School Business Manager.

The Governing Body has delegated the oversight, review and update of this policy to its Resources Committee.

This policy will be reviewed every two years.

The scale of charges will be reviewed annually.

Associated policies: Health & Safety Policy and Financial Management Policy

## **4. Practice and Procedures**

The Governors have delegated the day-to-day decision-making in respect of lettings to the Headteacher and the School Business Manager. The Headteacher and staff will implement the necessary contractual, accounting and administrative procedures in accordance with Local Authority regulations and will apply the procedures stated in the school's Financial Management Policy as applicable.

The scale and method of charging shall be determined and reviewed at least annually by the Headteacher and School Business Manager.

All hirers will be required to sign the school's lettings agreement and the school's Health and Safety Policy which contains a section which states the procedures applicable to safeguard the welfare of users of the school site. Hirers will also sign the timesheet of anyone employed on associated caretaking/key holder duties which have been agreed by the hirer and the school.

Income from lettings, which is earned through the use of public facility, must be banked as income into the school's public fund/budget or imprest account, not into any school fund.

## **5. Letting Categories**

### **5.1. Extended Community Letting**

- 5.1.1. This category covers lettings by staff for private functions, Extended Schools and Community Groups, such as Badminton, Youth Club, where the charges made by the group cover only costs and there is no profit made from the activity.
- 5.1.2. In order to support this rate the hirer must close and secure the premise and be approved by the Head Teacher for this purpose.
- 5.1.3. The Head Teacher exercises sole discretion when approving hirers and the School reserves the right to refuse approval without explanation; where upon "Private Letting" rate will apply.

### **5.2. Private Letting**

- 5.2.1. This category covers Lettings made by individuals, trade unions or commercial organisations on a one-off or regular basis.
- 5.2.2. The cleaner must be fully briefed of the type of activity to be undertaken during the Letting and ensure that the relevant risk assessment has been made, particularly if the activity involves alcoholic drinks.

## **6. Monitoring and Self Evaluation**

- 6.1. The Governing Body will monitor the implementation of this policy through the work of the Resources Committee.

## APPENDIX 1 : Letting Charges

The Governor and Headteacher may waive lettings charges at their discretion. Decisions to waive charges are delegated to the Headteacher and SBM.

1. Charges will be levied in advance for “one off” Lettings.
2. Regular Lettings will be invoiced to pay on a monthly or termly basis.
3. New regular lettings will be required to pay the first month’s charges in advance.
4. School bookings will always take precedence over other bookings.

The following charges will apply:

Site/Location	Hourly Rate Per Letting Category		
	Extended Community	Private Letting	Commercial Letting
Shefford School Hall	£10	£12	£20 *
Chaddleworth Hall/Rooms	£10	£12	£20 *
Chaddleworth or Shefford School Grounds	£4	£8	£13 *
* Maximum charge of £120 per day			

**APPENDIX 2: LETTINGS CONTRACT**

**CHADDLEWORTH ST ANDREW'S & SHEFFORD CE  
FEDERATED PRIMARY SCHOOLS**

**CONTRACT FOR THE HIRE OF SCHOOL ACCOMMODATION AND EQUIPMENT BY INDIVIDUALS,  
COMPANIES, ORGANISATIONS, SCHOOL PTA**

CONTRACTS ARE **NOT** ENTERED INTO WITH A CLUB. IF THE PREMISES ARE TO BE HIRED ON BEHALF OF A CLUB THE CONTRACTING PARTIES SHALL BE **THE SCHOOL AND AN INDIVIDUAL OFFICER OF THE CLUB**. THE HIRER SHALL BE LIABLE TO THE SCHOOL FOR ALL DEBTS AND LIABILITIES THAT SHALL ARISE UNDER THIS AGREEMENT.

**IN CONSIDERATION OF CHADDLEWORTH ST ANDREW'S & SHEFFORD CE FEDERATED  
PRIMARY SCHOOLS AGREEING TO HIRE TO ME/US**

MY/OUR NAME:.....

ADDRESS: .....

..... POST CODE: .....

TELEPHONE NUMBER: .....

OCCUPATION:.....

**THE FOLLOWING ACCOMMODATION:**

SCHOOL SITE: CHADDLEWORTH or SHEFFORD (delete as applicable)

(state requirements, rooms, hall, playing field, car park etc.):

.....  
.....

PLUS (if applicable) any additional equipment (e.g. school piano, television, shower facilities etc.) as specified here:

.....

FOR THE PURPOSES OF (fully state the purpose of the hire of the premises):

.....

ON (insert date(s)): .....

FROM (insert times) ..... 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.
  - 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 firefighting 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**

**SIGNATURE OF HIRER** (where hirer is an individual\*\*): .....

OR

**AUTHORISED SIGNATORY** (where hirer is a firm, partnership, company or organisation\*\*):

.....

**POSITION:** .....

**DATE:**.....

**WITNESSED BY (signature):** .....

**NAME OF WITNESS** (block letters): .....

**ADDRESS OF WITNESS:** .....

..... **POST CODE:** .....

**OCCUPATION:**  
.....

[If applicable, the invoice in respect of payment for the hire of the said accommodation/equipment may be forwarded to:

.....

.....

*\*\* 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 7 days before the proposed date of the hire.*