

# Lettings Policy

## Grove Road Primary School



|                            |                    |                       |
|----------------------------|--------------------|-----------------------|
| <b>Approved by:</b>        | The Governing Body | <b>Date:</b> 5.9.2025 |
| <b>Last reviewed on:</b>   | September 2025     |                       |
| <b>Next review due by:</b> | September 2026     |                       |

## 1. Introduction

The Governing Body recognises the role of the school within the community and welcomes the use of the School's premises for a variety of community and leisure purposes. The use of the school premises is under the control of the Governing Body.

This policy was agreed by the Governing Body in the first meeting of the 2022 academic year.

## 2. Categories of Lettings

The use of the school premises is divided into the following categories:

- . a) Community and Leisure Learning (e.g. adult education)
- . b) Private (e.g. parties)
- . c) Commercial
- . d) One off community access/group on behalf of the school (e.g. PTA) \*are not subject to the charging elements of this policy.

## 3. Availability of Premises

Designated areas within the school are available for hire unless required by the school see **Appendix A.**

## 4. Charges

The Governing Body reserves the right to make a charge for the use of the school premises. The charge will vary according to the category of the letting as laid out in **Appendix A.**

## 5. VAT

VAT is normally chargeable only on lettings of sports facilities (a concession may be available from H.M. Revenue & Customs if certain conditions are met).

## Application Procedures

Application forms (Appendix B), available from the school, should be submitted to the School Office at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks' notice should be given. The person signing the application form will be considered to be the Hirer.

The Governing Body delegate decision making to the Headteacher. All applications will be considered on their merits with due consideration to the Equal Opportunities Act 2010 and DFE Safeguarding Legislation. The decision to permit a letting will take into consideration the suitability of the activity, availability of the space and likelihood of damage or nuisance. The Governing Body reserves the right to:

- i. refuse applications without giving a reason
- ii. have a representative present at any function
- iii. terminate any activity not properly conducted

The booking acceptance will be confirmed by the School Administrator.

A copy of the Booking Conditions will be signed by the Hirer before a letting can commence (Appendix C).

Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed, payment must be made to the school by cheque payable to Grove Road Primary School, prior to the use of the premises. In the case of a regular or block booking, payment will be required at the end of each term and an invoice will be sent to the Hirer.

## 7. Conditions of Use

The hirer is subject to conditions of use as shown in Appendix C. The person signing the terms and conditions will be held responsible for ensuring that the conditions are adhered to. The Governing Body have the right to vary these terms and conditions at any time.

## 8. Licences

There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and LA against any action brought about by failure to obtain the necessary licence(s). The following categories of letting require a licence:

• Theatre licence • Copyright/Royalty licence • Cinematography licence • Alcohol • Music, Singing and Dancing

## 9. Insurances

The Hirer will be entirely responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any school equipment. Where damage occurs a fee will be incurred to cover the cost of damage caused.

The Governing Body will accept no responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property brought onto the premises will be at the risk of the owner.

i) The Hirer shall indemnify the school and Local Authority when signing the application form against any claim for bodily injury or loss of damage to property (real or personal) whether belonging to the school, LA or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer.

ii) The effect of i) is that the Hirer will be liable to indemnify the school and / or LA for any damage which is caused when the premises are being used for a function for which they are let. However, it is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission. All hirers must be covered by public liability insurance with a minimum cover of 5,000,000.

## 10. Cancellations

a) By the Hirer: Cancellations should be made in writing at least one calendar month before the proposed letting, otherwise the Hirer will be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required. See Appendix A.

b) By the School: If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The LA and the school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations. If any of the requirements of the booking are breached the school will cancel the booking and no refund will be provided.

## 11. Review

This policy will usually be reviewed during the Spring Term each year, and at any other time as may be necessary.

**Signed:**

**Date:**

## Appendix A: Schedule of Charges

| Type                     | Cost Per Hour | Deposit |
|--------------------------|---------------|---------|
| School Sports Hall       | £50           | £150    |
| School Playground        | £50           | £150    |
| Both Hall and Playground | £80           | £150    |
| Classroom                | £30           | £150    |

Letting charges will take effect from 1 September 2025.

All charges are reviewed annually and set at a commercially viable rate.

Any requests for Sunday lettings will be considered; however, a keyholder must be provided.

Free car-parking available with all lets.

Negotiated discounted rates may be agreed on the basis of block bookings over a period of time but should still cover any incremental costs incurred by school (e.g. overtime for caretaker or additional cleaning). deposit of £150 is required at the time of booking.

Payment is due 30 days before the date of the event. If the booking is made within 30 days, the full amount becomes payable immediately.

Block bookings for regular lettings will be invoiced termly or as agreed at the time of booking.

The hours of hiring must include the full time you are on the school premises. This includes preparing for the event and cleaning up afterwards.

Cancellation charges are applied as follows:

| NOTICE                                    | CHARGE                                                   |
|-------------------------------------------|----------------------------------------------------------|
| One month or more                         | None of the amount is charged (the full fee is refunded) |
| More than seven days, less than one month | 50% of the amount is charged (half is refunded)          |
| Seven days or less                        | 100% of the amount is charged (no refunds)               |

The School reserves the right, in exceptional circumstances, to cancel the letting at any time without giving the reason. In such an event, the fee paid shall be refunded in full but the School shall not otherwise be liable for damages in respect of such cancellation.

Any use of accommodation in excess of that booked will be subject to a supplementary charge.

## HIRE OF EQUIPMENT

This agreement does not include the use of any equipment, including Sports Equipment, except where specifically agreed and specified above. Equipment can be requested and a price agreed at the time of hire. For example: the large screen in the school hall.

# Letting Agreement



## HIRER'S DETAILS

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| FULL NAME:           |  |                      |  |
| ADDRESS:             |  |                      |  |
| TELEPHONE (DAYTIME): |  | TELEPHONE (EVENING): |  |
| EMAIL ADDRESS:       |  |                      |  |

|                                                                                                                             |  |            |  |
|-----------------------------------------------------------------------------------------------------------------------------|--|------------|--|
| If acting on behalf of a business, club, organisation etc. please state its full name and address plus your position there. |  |            |  |
| ORGANISATION NAME:                                                                                                          |  | JOB TITLE: |  |
| ADDRESS:                                                                                                                    |  |            |  |

|                                                  |                       |  |  |
|--------------------------------------------------|-----------------------|--|--|
| FACILITIES AVAILABLE                             | DAY AND DATE OF EVENT |  |  |
| School Hall                                      |                       |  |  |
| Playground                                       |                       |  |  |
| DO YOU WISH TO MAKE MULTIPLE / REGULAR BOOKINGS? |                       |  |  |
| ADDITIONAL DATES:                                |                       |  |  |
|                                                  |                       |  |  |
|                                                  |                       |  |  |

## FURTHER DETAILS

You must accurately disclose the purpose for which the site and/or space is required at the time of booking. Any misrepresentation will entitle the school to cancel the event and retain the deposit/hire fee.

|                                                              |  |                   |  |
|--------------------------------------------------------------|--|-------------------|--|
| EVENT TITLE:                                                 |  | EXPECTED NUMBERS: |  |
| IS THE EVENT/ACTIVITY EXCLUSIVELY FOR 0-19 YEAR OLDS?        |  |                   |  |
| IS ALCOHOL TO BE BROUGHT ON TO AND CONSUMED ON THE PREMISES? |  |                   |  |
| IF YES, HAS A LICENSE BEEN OBTAINED?                         |  |                   |  |

## INSURANCE

All hirers should have public liability insurance with minimum cover of £5,000,000. **Please enclose a copy of the insurance certificate when returning this form.**

|                  |  |                     |  |
|------------------|--|---------------------|--|
| NAME OF INSURER: |  | POLICY NUMBER:      |  |
| EXPIRY DATE:     |  | LIMIT OF INDEMNITY: |  |

## CERTIFICATES/QUALIFICATIONS AND CRB CHECKS

|                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------|--|
| IF YOU ARE PLANNING TO DELIVER COACHING ACTIVITIES, DOES THE COACH OR LEADER POSSESS APPROPRIATE QUALIFICATIONS? |  |
| IF YES, PLEASE GIVE DETAILS:                                                                                     |  |
| IF THIS COACHING INVOLVES YOUNG PEOPLE (UNDER THE AGE OF 18), HAS THE COACH HAD DBS CHECKS HAPPENED?             |  |
| IF YES, PLEASE GIVE THE NUMBER AND DATE ON THE CERTIFICATE:                                                      |  |

## DECLARATION

1. I undertake to pay the appropriate hiring charges at the times specified
2. I have read and agreed to be bound by the Terms and Conditions of use.
3. I agree to indemnify the school against any claims for loss or damage or personal injury or any associated costs arising from this agreement.
4. The school reserves the right at any time, including during the event, to refuse or cancel the hire of the site which they consider to be objectionable or in any way detrimental to the reputation of the school.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## RETURN

Once fully completed, this application form, a copy of your public liability insurance certificate, and Risk Assessments (optional) should be returned to: **Sharon Hancock, School Administrator, Grove Road Primary School, Cromwell Road, Hounslow, TW3 3QQ**

## FOR OFFICE USE ONLY

|                                                           |  |       |  |
|-----------------------------------------------------------|--|-------|--|
| Approval of hiring by School Administrator / Head Teacher |  |       |  |
| SIGNED:                                                   |  | DATE: |  |

|                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Payment                                                                                                                                                                        |  |
| For regular hires, you can elect to pay via invoice. A holding deposit (£150) to be paid at the time of booking by cheque or bacs payment to <b>Grove Road Primary School.</b> |  |

## Appendix C: Conditions of Use/ Letting Agreement

The school or part of the school, when hired will always be left in the care of a named responsible person nominated by the hirer. The named responsible person must understand and undertake to abide by the following conditions:

### Before the Letting

- Booking form must be completed and letting agreed by school
- Letting fee paid if one off booking
- Fire Drill Procedures and Escape Plan must be understood and signed.
- Any equipment agreed must be signed for and deposit paid on application.

### On Arrival

- To only enter and exit the school through the rear gates.
- To only access the areas specified on the booking form and school plan.
- To ensure that emergency doors and escape routes are clear and unobstructed.
- After entry to check that the areas are safe – free from slip or trip hazards, fire doors unobstructed, equipment in good working order e.g. no frayed leads.
- To only bring onto the site electrical equipment that has been Portable Appliance Tested during the last 12 months.
- To instruct all persons in the fire and evacuation drill as follows:
  - ✓ *The person discovering the fire will operate the nearest fire alarm*
  - ✓ *On hearing the fire alarm, walk calmly through an emergency exit and assemble in the playground*
  - ✓ *Do not stop to collect your belongings.*
  - ✓ *Close all doors as you leave the building.*
  - ✓ *Phone the emergency services.*
  - ✓ *Phone the emergency contact number (0779 2337708).*
  - ✓ *Do not depart until the emergency services have arrived.*

### During the Letting

- To be responsible for administering your own first aid.
- To ensure a fully charged mobile phone is on site for the duration of the letting to summon help in the event of an emergency and that you know how to raise the alarm in the case of fire, police or ambulance emergency services being needed.
- The school details are: Grove Road Primary School, Cromwell Road, Hounslow, TW3 3QQ
- To ensure all persons on the school premises behave properly at all times.
- To ensure all persons on the school premises abide by licensing requirements
- To ensure that they have followed appropriate safeguarding processes for activities/employment of staff
- To ensure the dining tables are not used
- To only use the equipment specified in the booking form
- To ensure that all school PE equipment and musical instruments are not used or climbed on. The named person is wholly responsible for any damage to school equipment.
- To ensure that all persons abide by the no smoking and no vaping policies that covers both

buildings and grounds.

- To ensure noise levels are kept to a reasonable level so as not to disturb the neighbours.

### **Before Leaving**

- To ensure the premises are left in a clean and proper state.
- To ensure equipment is left in its original position
- To check all windows and doors are shut
- To ensure lights are turned off
- To ensure the premises (including all vehicles) are vacated at the agreed time.
- To ensure all rubbish is placed in the rubbish bins provided
- Remove all food and beverages that have been brought onto the premises

### **After the Letting**

- To inform the school the following working day of any hazards, accidents or maintenance issues.
- To report any damages to the school the next working day.
- Hire charge must be paid prior to the letting.
- Any complaints relating to the hire should be made in writing to *The Chair of Governors, c/o Grove Road School, Cromwell Road, Hounslow, TW3 3QQ*

## Appendix D: Risk Assessment

| Hazard                                                                                                         | Risk                                                                                                                                            | Initial Risk Rating | Control Measures & Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Final Risk Rating | Comments                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activity type causes damage to school premises / equipment / reputation. Insufficient insurance and licensing. | Hall / equipment being out of use for children. Financial risk of refurbishment/ replacement . Risk of damage to good reputation of the school. | Medium              | <p>The Hirer informs the school of the activity that will be undertaken on the premises. School has public liability insurance.</p> <p>School requests licenses/insurance/mark eting materials for commercial lettings before agreeing to the letting.</p> <p>School reviews every lettings application to ensure activity is sufficiently safe in nature with respect to potential damage to premises / equipment / reputation.</p> <p>The letting terms and conditions are clearly outlined to the Hirer of the premises and agreed by the Hirer</p> | Medium            | <p>Caretaker to periodically monitor events that the school considers higher risk.</p> <p>The Hirer to be reminded that class library books etc are off-limits to attendees.</p> <p>Book shelves covered with material to reduce the possibility of books being accessed.</p> |
| Ineffective planning of event/activity and inadequate health and safety procedures                             | Risk of injury to event attendees and inadequate procedures that could damage good reputation of the school.                                    | High                | <p>A risk assessment is undertaken for the activity that the premises are being used for by the Hirer.</p> <p>The risk assessment is reviewed and amended by the school in light of the impact of the proposed use of the premises.</p> <p>The Hirer is advised to bring any first aid supplies to treat any activity-specific injuries.</p> <p>The Hirer will provide procedures for reporting of accidents.</p>                                                                                                                                      | Medium            | If final risk rating remains high on the Hirers risk assessment the issues are to be addressed before the letting is agreed.                                                                                                                                                  |