



King Edward Primary School & Nursery

Lettings Policy

September 2025

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Lettings Policy

Statement of Intent

1. The governing body accepts its responsibility to administer the letting of the school premises.
2. The governors will allow the use of premises in the following order of priority:-
 - a) School functions, PTA meetings and functions
 - b) Community groups
 - c) Other users approved by the governors, who will be sympathetic to the needs of the community served by the school
3. The governors will set and annually review charges for lettings.
4. Lettings will normally be permitted between **4 pm – 8 pm** Monday to Thursday. During summer holidays **Monday to Thursday 9.00 am – 8.00 pm and Friday 9.00 am – 4.00 pm.**
5. Requests to hire staff rooms, class rooms and kitchens will be considered on a case by case basis.
6. The governors will delegate day-to-day responsibility for lettings to the Head Teacher.
7. Safeguarding including Preventing Terrorism and Radicalisation. The school's Safeguarding policy must be consulted and followed when dealing with external organisations that work with children or young people.
- 7.1 All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Head Teacher before approval is given. The administrative assistant will submit an incident report if he suspects that the letting or gathering has been used for political purposes not previously authorised by the Head teacher, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.
- 7.2 The Head Teacher will decide on the approval of the application with consideration to:
 - Type of activity and our duty with regard to the prevention of terrorism and radicalisation.
 - The school's safeguarding policy.
8. The School has a long standing agreement with Tree House Out of School Club for the running of 'Ed's Club'. A set amount has previously been agreed for this.

CONDITIONS OF HIRE

1. Acceptance of Conditions

The hiring of accommodation is permitted only on these conditions. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.

2. Nominated organiser

The hirer must nominate at least one person who will be on site during the period of the actual hiring to ensure these conditions are adhered to. This person must make her/himself known to the Site Manager at the start of the letting.

3. Areas hired

The hirer must ensure that only the areas hired are used.

4. Behaviour and Supervision

Children must be supervised at all times within the building and grounds. The hirer will be responsible for ensuring the good behaviour of all those attending the function, including keeping noise at a reasonable level as determined by on-site staff. **Anybody working with children will be required to prove they have an up to date DBS check.**

5. Periods of hire

The hirer must ensure that the event does not exceed the times booked. Failure to do so will result in a proportion of the refundable deposit being forfeited. The amount is to be determined by the school.

6. Numbers

The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the school. Failure to comply with this condition will result in the immediate termination of the letting without refund.

7. Cleaning

The hirer must leave the areas used, including the school grounds, in a reasonable state of cleanliness. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school.

8. Fire

The hirer must make her/himself aware of the fire evacuation procedures relating to the area hired and must ensure that all fire exits are kept clear during the letting.

9. Health and Safety

The hirer must make her/himself aware of the school's health and safety policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare.

10. School equipment, fabric and fittings

No use may be made of any school equipment without the prior agreement of the school and the hirer must not interfere with the fabric, fittings or contents of the premises in any way.

11. Hirers property

Permission should be obtained from the school in advance if the hirer wants to bring electrical equipment onto the premises. Appropriate documentation relating to PAT

testing etc. will be required. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.

12. Right of access

The governing body and its agents reserve the right of access to the premises during the letting.

13. Deposits

The hirer shall pay a £50 refundable deposit at least 2 weeks before the date of the hiring. This will be held by the Governors against any damage caused by the hirer or additional cleaning required because of the hiring.

14. Payment of charges

On one off bookings, the hire charge must be paid at least 2 weeks before the date of the hiring; otherwise the accommodation will not be regarded as booked.

For repeat bookings a deposit will be paid before the first booking, the amount of which will be judged on a case by case basis.

15. Insurance

It is the responsibility of the hirer to ensure that they have the necessary insurance cover for buildings, contents and occupants.

16. Own Risk

It is the hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.

17. Accident or Injury

The governors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting.

18. Alcohol

Alcohol may not be sold or served without the written agreement of the governors. If permission is given, alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the hirer to obtain and show the licence to the Headteacher in advance of the letting.

19. Musical Works and Copyright

No musical works in the repertoire of the Performing Right Society may be performed in public on the premises unless the hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.

20. Public Entertainment

Film, musical, dancing (including disco) and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or if tickets are to be sold at the door or offered to the public, it is the hirer's responsibility to inform the Council's Entertainments Licensing Officer and obtain an Occasional Licence.

SCALE OF CHARGES FOR LETTINGS (Per Hour)

	TERM TIME DAY / EVENINGS	WEEKENDS (8.00am - 8.00pm)	
AREA		Saturday	Sunday
MAIN HALL	£15.00	£35.00	£65.00
CLASS ROOM	£10.00	£30.00	£60.00
PLAYING FIELD	£15.00	£35.00	£45.00
KITCHEN WILL BE CONSIDERED ON AN INDIVIDUAL BASIS.	TBA	TBA	TBA
MULTIPLE USE OF AREAS WILL BE CONSIDERED ON AN INDIVIDUAL BASIS.	TBA	TBA	TBA

BOOKING PROCEDURES

1. Applicants should fill in an application/booking form and return to the main school office.
2. The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the let.
3. By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school’s lettings policy.
4. A signed application does not guarantee the booking will be granted.
5. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and an invoice to cover the cost of the let and any additional returnable deposit required.
6. The hirer should then pay the booking invoice, in full, 28 days prior to the date of the let, and ensure that they receive a receipt of payment. This will then confirm the booking agreement. Any returnable deposit required (i.e. for special functions) must be paid immediately within 72 hours of the date the booking form was sent. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
7. Where deposits are paid, the hirer must ensure that he/she meets the representative of the Governing Body (usually the Site Manager/Caretaker) and signs for the conditions of the building on arrival. At the end of the hire period, the hirer is responsible for agreeing and collecting the Site Manager/Caretaker’s Certificate and Kitchen Certificate (where applicable).
8. Where applicable, the Site Manager/Caretaker’s Certificate and Kitchen Certificate should be presented to school at the main office, within 48 hours (72 hours if the let takes place at the weekend) after the let in order to claim back any refund. Failure to do so will mean that the deposit is not returnable.
9. Any requests for amendments to the booking must take place at least 14 days prior to the date of the let. Where amendments are agreed, they may be subject to an additional administration charge of £10.00. The hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the hirer in writing.

BOOKING TIMES

1. There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.
2. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.
3. Availability of premise is negotiable. Please contact the school to find out the current hours of access.

CANCELLATIONS

1. The Governing Body must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.
2. Where notification is given to the Governing Body at least 4 weeks prior to the date of the let, the booking charge will be refunded in full apart from the set administration charge. Your custom will be welcomed again at any time in the future.
3. Where notification is given to the school between 2-4 weeks prior to the arranged date of the let, the hirer will be entitled to a 50% refund only.
4. Where notification of cancellation is given less than 2 weeks prior to the arranged date of the let, the hirer will not be entitled to any refund.
5. Where a cancellation is made by the Governing Body of the school, the hirer will be entitled to a full refund. The Governing Body will endeavour to notify the hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the hirer, the hirer will not be entitled to any compensation.

Please note:

- a. The above conditions apply for cancellation of total or part of a booking.
- b. Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge will still stand.

COMPLAINTS PROCEDURES

1. What if the school has a complaint about our group / organisation?

If the school has concerns about a let the following procedures will be followed:-

1. A representative of the Governing Body will verbally raise the concern with the named Hirer.
2. The situation will be monitored for two sessions to allow the issues to be addressed.
3. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
4. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note: If the Hirer blatantly breaks the conditions of usage, the let can still be terminated immediately.

2. What if I, as the Hirer, have a complaint about my let or booking agreement?

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed:-

1. Talk to the named representative of the Governing Body and discuss the problem. Allow 5 working days for the situation to be resolved.
2. If still unresolved, the Hirer should notify the Governing Body through the Head Teacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next Governing Body meeting. (If the concern needs urgent attention, a special meeting of this group will be convened.)
4. If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

3. What if a third party complains?

1. If the school receive a complaint from a third party the Governing Body will be notified of the complaint.
2. The matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant within 10 working days.
3. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body meeting. A final response will then be sent by the Chair of the Governing Body explaining the final outcome.

APPEALS PROCEDURE

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.
2. The appeal should be made in writing and will be presented at the next full meeting of the Governing Body.
3. The Hirer will be informed of any action and/or decision taken by the Governing Body.
4. The Governing Body's decision is final.

APPLICATION FORM FOR THE USE OF SCHOOL PREMISES

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our lettings policy are adhered to at all times.

ACCOMMODATION REQUIRED	TIME		DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
	FROM	TO				
TOTAL COST						
Name of Organisation						
Nature and object of meeting						
Will any copyright material be used?						
Estimated number of people to be present						
Estimated number of children under 8 years to be present						
Will all persons be members of the Organisation?						
Will charges be made, if so how much and what for?						
To what purpose will any proceeds be donated?						
How many chairs will be required?						
How many tables will be required? Adult : Children's':						
Any other equipment required (e.g.O.H.P.)?						

FOR OFFICE USE ONLY :	£	
Cancellation costs		
Additional administration (amendments)		
PERMIT NO.	INVOICE SENT	PAYMENT RECEIVED

To the Governing Body of King Edward Primary and Nursery School

I _____ (please print)

of _____ Organisation

being over the age of 18 years, hereby apply for permission for the above stated Organisation to use the school premises as stated overleaf. I understand that if permission is granted, it will be subject to all conditions of usage within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of my Organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I understand I must give immediate notice in writing, to the school office of any accident, damage or proceedings and no repudiation of liability negotiation or admission of liability shall be made to any Third Party. I will also give the same immediate notice, in writing, to the Chair of Governors of the School.

I, on behalf of my Organisation, agree to indemnify and keep indemnified the Governing Body from and against all loss, damage, costs, claims, demands, expenses or charges which the Governing Body or Council may sustain or incur in respect of any matter arising out the use of the school premises or the conditions relating thereto insofar as the same are not covered by any policy of insurance effected by the Governing Body or Council or the obligation to give notice of any accident, damage, or proceedings as aforesaid is not fulfilled by us and to pay to the Governing Body or Council on demand at the school office or Council's principal offices at West Bridgford, all such sums as may be payable by reason of this indemnity.

Signature of Applicant (Mr,Ms, Mrs) _____

Occupation _____

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my organisation leave the premises at the time stated on the Permit.

Address _____

Telephone No. (if any) Home _____ Work _____

Date _____

(place on headed paper)

REMINDER RE: LETTINGS INVOICE

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay, by _____ (date) the sum of £ _____ which is the balance now due.

Cheques should be made payable to _____ and returned to the school at the address as show above.

*We would also like to remind you that a deposit of £ _____ is also due for payment now.

Failure to pay the amount due by _____ (date) will mean that your booking to let part of the school premise will NOT be able to go ahead.

We thank you for your co-operation.

Yours sincerely,

On behalf of the School.

(*delete as appropriate)

(place on headed paper)

CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the Lettings Invoice dated _____ which was previously sent to you.

Please find enclosed a receipt for payment covering the cost of this let.

We hope you will find our premises a satisfactory venue for your let and will consider using us again in the future.

Yours sincerely,

On behalf of the school.

Site Manager/Caretaker's Certificate

This agreement must be signed by both the Hirer (or Agent) and the Site Manager/Caretaker.

This agreement calls for the Hirer (or Agent) and Site Manager/Caretaker to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Site Manager/Caretaker on duty beyond that of the Hirer's booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature:

SITE MANAGER/CARETAKER: Signature:

Date: Time:

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Site manager/Caretaker *was/was not/will be required to spend extra time on duty.

Estimated time required:

Should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER Signature:.....

SITE MANAGER/CARETAKER Signature:.....

Date: Time:

(* Please delete as necessary)

CONDITIONS OF LETTING SCHOOL KITCHEN

THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING

1. Ovens and cooker tops must be cleaned.
2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down.
4. Floor must be swept clean and mopped if necessary.
5. All utensils used must be cleaned, dried and returned to their original place.
6. Only adults preparing food are permitted access to the kitchen area.
7. NO SMOKING in the kitchen at any time.
8. NO CHILDREN in the kitchen at any time.

You are advised that you must adhere to the times agreed as stated in your letting agreement.

Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.

Please ensure the Kitchen Supervisor's Certificate has been signed by both yourself (the Hirer) and the Duty Kitchen Supervisor at the beginning and end of the letting.

(place on headed paper)

Kitchen Supervisor's Certificate

This agreement must be signed by both the Hirer (or Agent) and the Site Manager/Caretaker. This agreement calls for the Hirer (or Agent) and Site Manager/Caretaker to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature:

SITE MANAGER/CARETAKER Signature:

Date: Time:

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

HIRER Signature:

SITE MANAGER/CARETAKER Signature:

Date:

(please delete as necessary)