

Tittensor CE (VC) First School



Adopted: September 2025

Review: September 2026

Lettings Policy

1. Aim

The school buildings and grounds are a great asset to the locality and to the County.

The school aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises are available firstly, for the benefit of the learners and secondly, for local people consequently providing the school with financial income.

2. Purpose of the Policy

Governors and school staff are custodians of the buildings and grounds and this policy sets out the guiding principles for them in making the facilities available for use by the local community, whilst ensuring that the facilities are adequately protected and available for school activities.

The purpose of this policy, therefore, is to communicate to Governors and school staff the points of principle that apply when they are promoting use of school facilities to the local community. It is designed to give guidelines about non-school use of the facilities and to indicate where school staff, in particular the School Bursar, may exercise judgement and where she should consult the headteacher or the governing body. It is designed to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements.

3. Principles for Lettings

Governors and school staff should actively promote the use of school facilities.

3.1 Types of use

Many types of organisation may ask to hire some school facilities. It is therefore helpful to set out desirable priorities for use. There are, in diminishing priority order:

- Activities which support local children
- Activities which are of an educational nature, whatever the age group
- Leisure activities for the local community
- Other local community activities
- Other activities

Requests for hire of school facilities will normally be considered against these priorities.

3.2 Usage priorities

- To ensure that lettings are not in conflict with the fundamental purpose of the school.

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- To support community involvement in the life of the school.
- To support the community in sporting, cultural and educational pursuits.
- To be consistent with the school's equal opportunities policy.
- To maximize the commercial opportunity for lettings.
- To ensure costs are fully calculated and covered.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds.

3.3 Facilities for hire

The school will endeavour to meet reasonable requirements of the hirer. The following facilities are available for hire.

- The School Hall
- The school grounds, including the car park and the field
- The library/Community room

3.4 Notices advertising events

Notices or posters prepared by the hirer may be posted only on those places determined by the School Bursar. Use of the Tittensor CE (VC) First School name and logo on any promotional material must be approved in writing by the School Bursar prior to distribution.

3.5 Charges

Rates for individual lettings should be confirmed with the School Bursar who will take account of the purpose of the letting in accordance with the school's lettings policy (i.e. whether profit making or non-profit making, charitable, educational etc.) and the costs to the school including caretaking time, heat, light and the need for cleaning / likelihood of damage above and beyond normal wear and tear.

All charges will, at a minimum, be set to recover the costs to the school of the letting.

Charges will be determined by the Bursar. The Bursar will report annually to the governors' Resources Committee on charges which have been set in the previous year.

Any dispute about charges may be referred to the Resources Committee.

3.6 Risks and insurance

Any contract for hire of school facilities is at the hirer's own risk. The school will not be held responsible for any injury to persons or damage to property arising out of activities undertaken and supervision thereof during the letting of the premises.

The hirer must indemnify the school against loss or damage arising in connection with their contract, and the hirer must ensure that the facilities are cleared after the let.

The hirer must carry full third party liability insurance and must ensure that their staff have appropriate training to supervise use of specialist equipment. They will not be covered by the

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School's own insurance. A copy of the insurance certificate must be provided to the school before the letting takes place.

The hirer must have regard for the health and safety of him/herself and other persons on site. Hirers are responsible for familiarising themselves with the location of fire alarm points, extinguishers, exit routes and assembly points and can check with caretakers if unsure. The hirer is responsible for the provision of first aid. The hirer is responsible for prevention of overcrowding, and for keeping clear all gangways, passages and exits. The hirer must adhere to the correct child/adult ratios.

The premises must be left clean and tidy.

Where the school has given permission, licences for dancing, music, alcohol etc. must be obtained before the contract for hire can be agreed.

3.7 Payment

Payment is due 2 weeks prior to use of the facilities. Alternative arrangements may be agreed for repeat lettings, longer term or short notice contracts. A deposit may be required for particular lets.

3.8 Exemptions and caveats to the above

Any hire of facilities may be subject to change because of school needs. The latter may be planned or unforeseen. Examples of planned needs are maintenance activities. The school will make every endeavour to give notice of such change and to provide suitable alternative facilities. If this is not possible, a financial adjustment will be made.

4. Implementation

Any appeal against lettings made in accordance with this policy, should be sent, in the first instance, to the Finance and Resources Committee. Final ruling on an appeal will rest with the Governing Body. Invoicing and debt collection will be the responsibility of the Bursar.

5. Monitoring, Evaluation and Review

The Bursar will report on lettings, and the implementation of this policy, to the Resources Committee. The committee will review the implementation and effectiveness of this policy annually.

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Appendix 1

Hire Charges 2025/26

The following rates are a guide only – The Bursar will use this policy to agree rates for each request to hire the facilities. This will be monitored by the Resources Committee annually.

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Individuals and organisations hiring rooms / facilities should make their own arrangements for first aid and insurance.

Time needed for setting up and clearing away is also chargeable. Lettings after 11 p.m. are not normally agreed.

Hall

£25 per hour (in term time)

£35 per hour (during school closures)

£100 per day (during school closures)

Further information and our full Premises Hire Policy is available from the Bursar.