



Lettings Policy 2025 – 2026

'And keep the charge of the Lord your God, walking in his ways and keeping his statutes, his commandments, his rules, and his testimonies, as it is written in the Law of Moses, that you may prosper in all that you do and wherever you turn.' 1 Kings 2:3

This policy has been written to underpin our core values of kindness, unity and courage, with particular reference to our Christian values.

1. CHARGES AND BOOKINGS PROCEDURE

The Board of Governors wish to encourage community use of the school premises when not required by the School.

All lettings must be approved by the Head Teacher or Deputy Head Teacher and be reported to the Finance and Premises Committee. In general, lettings should be in keeping with the ethos of the School and can be:-

One off hiring:

A rate of **£35.00 Monday - Friday, £40.00 Saturday - Sunday** is charged per hour for all lettings. All charges for one off hiring must be paid at least 7 days in advance. The Board of Governors does not undertake to refund any charge on cancellation of a booking unless 7 days written notice is given. With one off bookings, a **£30.00** non-refundable deposit needs to be made to secure the booking. The school will issue an invoice stating the balance and payment conditions. All Payments need to be made in cash or cheque.

Block Bookings:

All charges for block bookings must be paid termly. The school will issue termly invoices stating the balance. Charges are **£28.00** per hour and are non-refundable due regardless of whether you use the hall or not.

Free Lets:

School Activities, which directly benefit the school (including training/meetings, which members of school staff attend)

- PTA
- School Social Activities
- Board of Governors' meetings

Terms and Conditions

All applications must be on an official form, with Hiring Conditions and Lettings Policy attached, obtainable from the School Office. Precise times required must be stated.

The hirer may not assign or sub-let the premises, which s/he has hired. Rates are to be reviewed and agreed annually by the Finance Committee.

2. INSURANCE

The school requires Hirers to have and maintain for the duration of the hire insurance cover arranged with a reputable company. A copy of their insurance certificate must be sent with the application. It is the responsibility of the Hirer to affect this cover and whatever other insurance he/she requires to cover his/her liabilities. The Hirer should produce the policy or policies of insurance at least 48 hours before the time of the hiring. In the case of a block booking proof of renewal of such insurance will be required where the renewal falls within the period of the block booking.

3. VACATION OF THE PREMISES

Use of the School premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form and no sub-letting is permitted. The agreed times of use are inclusive of any time necessary for setting up and clearing up from the agreed usage.

All equipment or property brought into the School premises by the hirer must be removed at the end of the hiring. The school shall not be responsible for any property left behind. For the purposes of charging the hiring shall be deemed to have come to an end when all the Hirer's equipment has been removed. The Hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.

At the end of each hire period, the premises must be left in a clean and tidy state and all equipment must be put back after use. The hirers must supply their own cleaning equipment and ensure that rubbish and food is disposed of in the correct manner. Bins are on site in the car park for the disposal of food waste, recycling and normal domestic waste. No food can be stored in the fridges in the main kitchen and cookers and the utensils are strictly for school use only. If the premises are not cleaned to the satisfaction of the Site Supervisor or registered key holder, the Hirer will be responsible for any payment necessary to have them cleaned.

4. CANCELLATION

The Board of Governors may cancel any letting at any time and fees will be refunded or an alternative date offered, except in the case of misconduct. If this occurs, the Hirer can make no claim against the School for any loss s/he may sustain.

The Board of Governors does not undertake to refund any charge on cancellation of a booking unless the Hirer gives 7 days written notice.

Authority to accept or cancel a booking shall rest with the Head teacher.

The hirer may cancel block bookings by giving the School one month's notice in writing.

5. MAINTENANCE OF GOOD ORDER

The Hirer is responsible for and shall be charged by the school for all breakages or damage caused either to the School premises or to any property on the School premises which occur during or in relation to the hiring or whilst persons are entering or leaving the School premises however or by whomever caused. The Hirer is responsible for ensuring that all activities take place in a safe manner.

The school shall not be responsible for any loss or damage to any property arising out of the hiring or be liable for any person who suffers injury or loss or damage to his property whilst on School premises from any cause whatsoever or for any loss due to breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the Local Education Authority or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

The Hirer shall ensure that good order is kept in the premises and that all regulations and laws governing the use of the School premises will be complied with. The behaviour and safety of persons on the premises for this booking are the responsibility of the Hirer.

A £50.00 refundable charge is to be paid at the time of booking and will be refunded once premises have been inspected for any damage at the time of key return.

6. HEALTH AND SAFETY

The Hirer must familiarise himself/herself with the emergency procedures for fire, first aid, accidents and defects reporting and carrying them out to the best of his/her ability.

In the event of a fire or the fire alarm going off the assembly point is in the main playground of the school. Please leave the hall through the fire exit.

As hirer of the hall you should make yourself and others aware of the route. This should be shown to you by the key holder when opening the hall.

Any lights or other electrical apparatus which shall be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded. If audio, video or other mains electrical equipment is brought onto the premises the hirer must ensure that the equipment is in good working order and is safe in every respect.

All Hirers whether working with young people or not should be aware that young children may be on the premises during their usage and that the care of such young people is of paramount importance.

The Hirer must ensure that there are sufficient stewards located in areas which will prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the area hired for the function.

Smoking is not permitted in any part of the School or its grounds.

The Hirers are prohibited from bringing animals onto the premises. Failure to adhere to this restriction may lead to your hire being immediately cancelled. Working service animals are exempt from this restriction provided prior permission has been granted by the Owners.

If the hiring includes use of the kitchen, the Hirer shall comply with such conditions as the school may prescribe at the time of the hiring.

The Hirer's attention is drawn to the total exclusion of the use of the Outside Playground and any computers and their related accessories. Hirers and all those invited to the premises by the Hirer are expressly prohibited from using the facilities and the Owners decline to accept

any responsibility or liability for accidents or injury to any person or persons resulting directly or indirectly from the unauthorised use of their apparatus. The Hirer is automatically deemed to have accepted unconditionally this exclusion clause, which is a strict condition of hire that cannot, under any circumstances, be waived. It is the specific responsibility of the Hirer to ensure that the Outside Playground apparatus and any computers remain totally 'out of bounds' whilst any person or persons are present on the School premises.

7. GENERAL

The right at any time to enter the School premises and remain on the premises during the hiring is reserved to the school and any police officer.

The school may put a stop to any entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provisions hereof.

The school may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.

Toilets are available down corridor from the Hall.

Please note: - for block bookings

The Hirer unlocks the premises at the beginning of the hiring and lock up again at the end at the time agreed on the lettings application form. The school Site Manager will not be available during the period of the hire, except in extreme circumstances.

Reviewed by the Finance Governors: Autumn 2025

Next Date for Review: Autumn 2026



Trinity St Mary's C of E
Kindness, Unity and Courage

**TRINITY ST MARY'S PRIMARY SCHOOL LETTING
HIRING AGREEMENT FORM**

Name of Applicant:

Address:

.....

Telephone Number:

Name of Organisation:

Activity of Organisation:

Details of Premises Requested (Hall, Classroom, etc.):

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Dates Required:

Day of Week Requested:

First choice:

Second choice:

Third choice:

Start Time:

Finish Time:

(Please allow time for your preparation and clearing up)

Use of School Equipment (please specify your request):

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Detail of any Electrical Equipment to be brought:

.....

Maximum Number of Attendees (Please note you may have no more than 70 people):

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Age Range of Attendees:

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Number of Supervising Adults:

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Relevant Qualifications of Supervising Adults including first aid training:

.....

Have all supervising adults working with children as part of the event/activity have DBS Clearance?

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Dates during the year, when the hall will be unavailable due to school use or closure, will be made available on request. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out. One-off hall hire insurance is not required.

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment.

Any school equipment damaged during the length of hall hire will be subject to a charge for repair or full cost for replacement.

Any other relevant information:

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- I confirm I have read the terms and conditions as outlined in this Lettings Policy.**
- I confirm I have adequate insurance and proof is attached.**
- I confirm that all electrical equipment brought has been PAT tested.**
- I confirm that I am over 18 years of age, and that the information provided on this form is correct.**

Signed: **Date:**

Name:

Contact email:

Contact Tel No:

TRINITY ST MARY'S CE SCHOOL

CURRENT LETTING CHARGES 2024-2025

	Monday – Friday
School Hall	£30.00
	Saturday & Sunday
School Hall	£40.00

Cleaning Charges

We expect the hall to be tidied and cleared at the end of each hire. However, additional cleaning charges may apply if the hall is left in an unsatisfactory state and requires a one-off clean. The hirer will be invoiced by the school in circumstances where a one-off clean is required. Payment must be made by the first school day after hire (Monday if the hire is during the weekend)

WHEN	AREA	COST
Saturday morning clean following Friday letting	Clean of hall and toilets	£80
Sunday morning clean following Saturday letting	Clean of hall and toilets	£80
Monday morning clean following Sunday letting	Clean of hall and toilets	£60

These charges are subject to change. Please check with the School Business Manager for up-to-date charges.

Link with policies

This policy links with and should be read in conjunction with the following school policies, practices and action plans including:

- Letting Policy
- Health & Safety Policy
- Safeguarding Policy

This policy and practice complies with the advice and guidance provided by Wandsworth Borough Council and SDBE