



Lettings Policy

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Aldersbrook Primary School

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1. INTRODUCTION

The Governing Body at their meeting on 25th March 2021 adopted the lettings policy set out below.

The school recognises that its premises are a valuable resource within the community and welcomes the opportunity to enable others to benefit. The Governing Body has delegated the responsibility for lettings to the Head Teacher. Where appropriate the Head Teacher may delegate all or part of this responsibility to other members of staff.

2. DEFINITION OF A SCHOOL LETTING

A letting is defined as 'any use of the school building and grounds by parties other than the school'. Use of the premises for activities such as staff meetings, Governing Body meetings or where pupils are supervised by school staff, are considered school related and do not require a letting agreement.

3. AIMS AND SCOPE

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

4. SAFEGUARDING

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact Safeguarding lead, Mrs Rose McDermott, as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

5. CHARGES

The applicant is required to pay a refundable security deposit of 10% of the letting charge. The applicant is required to pay the 50% invoice at the time of the booking and remaining balance 2 week prior to the date of the hire. The letting will not be considered booked

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until payment is received.

For any regular club bookings, the school may apply an hourly hire rate, which can be capped at a maximum daily or sessional charge. In addition, a per-child charge will be applied for each child attending the club, to ensure costs reflect actual usage and attendance levels.

This arrangement will be agreed with the club at the point of booking and will be formally confirmed in advance. It will then be subject to regular review between the school and the provider to ensure it remains appropriate, fair, and aligned with usage and operational needs.

Charges	Weekdays	Saturday	Sunday	Holidays
Reception Hall	£20 per hour	£25 per hour	£35 per hour	£25 per hour
Small Hall (KS1)	£35 per hour	£45 per hour	£55 per hour	£45 per hour
Large Hall (KS2)	£45 per hour	£55 per hour	£65 per hour	£55 per hour
Classroom	£25 per hour	£35 per hour	£45 per hour	£35 per hour
Playground (KS1)	£30 per hour	£35 per hour	£45 per hour	£35 per hour
Playground (KS2)	£35 per hour	£40 per hour	£50 per hour	£40 per hour
CICI Kitchen room	£30 per hour	£35 per hour	£45 per hour	£35 per hour
School Catering Kitchen area	£30 per hour	£35 per hour	£45 per hour	£35 per hour
Additional Charge	£30 for locking/unlocking per day.			
Insurance (if applicable)	£15 for one off event			

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As a minimum, the school should achieve full cost recovery. Apportioning costs may be difficult and therefore estimates of associated variable elements can be used. The list below is not exhaustive.

Premises Management	Cost of staffing (including on costs) for additional security, caretaking, opening and locking premises. This charge will vary depending on staffing hours needed.
Administration	Administrative costs incurred by the school in managing lettings. <i>Example: one off admin charge of £10</i>
Equipment Hire	Use of school equipment to cover wear and tear. The charge can vary depending on the type of equipment or number of units required. <i>Example: £20 to cover wear and tear of gym equipment, chairs or tables etc</i>
Cleaning	If additional cleaning is required, the school can ask the cleaning contractor for a quote. This charge will vary depending on the extra cleaning hours needed. <i>Example: Additional ½ hour @ standard rate of £9 per hour</i> Additional cleaning costs may be applicable for the hire of kitchen facilities: The school meal contractor will need to advise whether extra cleaning will be undertaken by the contractor after the hire and prior to commencing with normal school meal activities. This may be a requirement even if the kitchen is cleaned thoroughly by the Hirer. The contractor should advise whether an extra charge is applicable and this should be added to the overall hire fee of the kitchen.
Heating/ Lighting	This can be calculated from known annual energy costs, and an estimate of the percentage of the school used for letting. The charge can be set higher in winter months to reflect the additional heating. <i>Example: £4 per hour outside of school hours (when heating lighting not otherwise on).</i>
Insurance	Hirers will be charged for public liability insurance providing £5m indemnity limit as part of the booking fee unless proof of adequate equivalent insurance can be provided to the school. (Please refer to 1.7 for more information).
Profit	This depends on whether the school intends to raise funds for the school.
VAT	Letting sports facilities e.g. tennis courts, are subject to VAT. Also where an extra and separate charge is made for the hire of equipment e.g. piano's, furniture, staging, lighting, VAT is due on that charge at the standard rate. The hire of halls or rooms are not subject to VAT unless equipment is provided such as nets, bats and balls in which case it is vatable. The school must record the VAT element of any income.
Deposit	Schools should request a deposit as well as a lettings fee as a surety against damage to the premises or equipment or the premises being left in an unacceptable condition incurring additional costs for cleaning, caretaking or other expenses.

6. INSURANCE

The schools' insurance includes Third Party Hirers Liability Policy. This Third Party Hirers Liability Policy covers the hirer against any claim made for injury and or damage to third parties as well as damage to the hired building as a direct result from the hire. This policy is designed to cover hirers for low risk one-off type hires such as a parent hiring a hall for a birthday party or a regular meeting/gathering for discussion purposes. The school will charge a flat rate of £15 for low-risk one-off type hires.

Any private activity groups or sports clubs, which are run on a commercial basis will be asked to produce evidence of their own public liability insurance cover for a minimum of £5m, or £10m dependant on activity. They should also produce evidence of their employers liability cover should this be applicable.

7. HIRE OF KITCHEN FACILITIES

A hire application which includes the use of the kitchen for food storage, production, assembly or service should be discussed with the school meal contractor before being approved. The school should consider developing a separate set of conditions, which will include specific details of the areas and equipment the hirer is permitted and not permitted to use.

All areas of the kitchen should be cleaned and left tidy after use, however the school meal contractor may request that their staff conduct another clean prior to commencing with normal food handling activities, at an additional cost.

8. LICENSING ACT 2003 - ALCOHOL, MUSIC, PERFORMANCE OF DANCE, PLAYS AND LATE NIGHT REFRESHMENT

A licence for any of the above activities is not necessary where a function is not open to the public. Thus weddings, private parties, or similar events are not licensable. Any event where tickets are sold (i.e. a public event) or where any alcohol is sold (or is provided inclusive of a ticket price), requires a licence. This will normally be a Temporary Event Notice (TEN) which the hirer or the school must submit to the Council's Licensing service. Licensing information can be accessed through the Council's website:

<https://www.redbridge.gov.uk/business/licensing-including-street-trading/alcohol-and-entertainment-licences>

9. GAMBLING ACT 2005

A hire application which involves gambling activities must be referred to the Council's Licensing Service for advice on how to proceed. No application should be accepted without express permission from the Licensing Service.

<https://www.redbridge.gov.uk/business/licensing-including-street-trading/gambling-and-lottery-licences/>

10. POLICY REVIEW

The Governing Body will review this policy and its appendices every 3 years.

11. FURTHER GUIDANCE

Further guidance on the following aspects can be found in the terms and conditions (APPENDIX B):

Attendance, Use and Access	Hirer's Equipment / Car Parking	Employers Liability Insurance
Health and Safety	School Equipment	Indemnity
Supervision of Children	Public Entertainment	Advertising
Working with Children	Liquor Licence	Smoking/ Use Of Explosive Substances
Charges / Cancellations	Gambling	Food and Drink
Condition and Damage	Public Liability Insurance	

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APPENDIX A: Booking Form for School Lettings

The form captures the essential information needed by the school to make a decision on whether to accept or reject a booking, however the school must seek clarification directly from the applicant on any aspect which remains unclear.

(Please use BLOCK CAPITALS)

Name of Hirer: <i>(person, body, association, limited company)</i>	
Address of Hirer:	
Contact Number(s):	
Email Address:	
<i>Please provide details of contact person for the hire if different to the above</i>	
Name/ Address / Contact Number(s)/Email Address	

Purpose of Hire:			
Attendees:	Total Number of Attendees:	Number of Adults:	Number of Children:
SINGLE BOOKING	Date of Booking:	Start Time:	End Time:
BLOCK BOOKINGS	Frequency/ Days:		
	Start Date:		Start Time:
	End Date:		End Time:
<i>Bookings times must allow sufficient time for preparation and clearing away before and after the event.</i>			

Facility Required (please tick):		
<input type="checkbox"/> Assembly Hall		
Equipment Required:		
<input type="checkbox"/> Sound System	<input type="checkbox"/> Light System	<input type="checkbox"/> Seating
Other Arrangements:		
<p><i>The school does not provide any warranty that the premises, facilities and equipment provided are suitable for the intended purpose of the hire. The hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose.</i></p>		

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Will refreshments be served?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will alcohol be consumed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, will the alcohol be served or sold?	<input type="checkbox"/> SERVED	<input type="checkbox"/> SOLD
<p><i>If permitted by the school, the relevant licence must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment. Please contact the Licensing Authority on 020 8 554 50006 or visit www.redbridge.gov.uk (Business & Consumer page).</i></p>		
<p>I have read and accept the terms and conditions and confirm that I am over the age of 18. Signed (Hirer): _____ Date: _____</p> <p>Full Name (Hirer): _____</p> <p><i>You will be sent confirmation of whether this application has been accepted or rejected by post or email.</i></p>		
<p>PLEASE RETURN THE FORM TO: Either by Post or Email to: Rehanah Sharif - School Business Manager Aldersbrook Primary School – Harpenden Road, Wanstead, E12 5HL Tel: 0208 989 0210 Email: admin.aldersbrook@redbridge.gov.uk</p>		
<p>(School Use Only) This application for letting is <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED</p> <p>Signed (School): _____ Date: _____</p> <p>Name: _____ Position: _____</p>		
<p><i>No letting will be regarded as booked until the deposit and booking fee is received in full, all requested paperwork has been submitted and a signed approval letter is issued by the school.</i></p>		
Borough's Third Party Hirers Liability will apply?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no , adequate evidence of own insurance cover has been supplied and retained by school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the letting involve working with children/young people.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , the school has followed their safeguarding procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPENDIX B: TERMS AND CONDITIONS

All terms and conditions set out below must be adhered to and the Hirer shall comply with any reasonable instructions given by the school.

The 'Hirer' shall be the person making the application for a letting and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

1. USE OF PREMISES

- The Hirer is granted a non-exclusive licence to use the agreed areas of the School premises. No tenancy is created.
- The premises may only be used for the purpose stated on the hire request form.
- The Hirer must not sub-let or transfer use of the premises to any other person or organisation.
- The School retains full control of the premises at all times and may access them during the hire period.
- Any change of use must be agreed in writing by the School in advance.
- The Hirer must comply with all applicable laws, statutory guidance, and School policies.
- This agreement is governed by the laws of England and Wales, and disputes fall under the exclusive jurisdiction of the courts of England and Wales.

2. PAYMENTS

- All hire fees must be paid in full by the date specified on the invoice (normally at least 14 days before the hire date unless otherwise agreed in writing).
- Failure to pay may result in cancellation of the booking.
- Any overstay beyond the agreed hire period will incur a charge of £50 per hour or part hour.

3. CANCELLATIONS

- Hirer cancellations:
 - 14+ working days: full refund (deposit non-refundable)
 - 7–13 working days: 50% refund (deposit non-refundable)
 - Less than 7 working days: no refund (deposit non-refundable)
- School cancellations:

The School may cancel at any time. Where possible, at least 14 days' notice will be given. Refunds will be limited to fees paid; the School accepts no liability for consequential costs.
- Immediate termination applies in the event of breach of these Terms.

4. HEALTH, SAFETY AND SUPERVISION

- The Hirer is responsible for health and safety during the hire period.
- Adequate adult supervision must be maintained at all times.
- Maximum capacity must not be exceeded.
- Risk assessments must be completed by the Hirer for all activities.
- Emergency exits, fire procedures, and evacuation routes must be observed at all times.
- All exits and corridors must remain clear.
 - The Hirer must ensure:
 - Safe supervision of all attendees;
 - Awareness of emergency procedures;
 - Appropriate first aid provision;
 - Prompt reporting of incidents;
 - Safe, clean, and secure condition of premises after use.

5. SAFEGUARDING CHILDREN AND KCSIE COMPLIANCE

- The School is committed to safeguarding and promoting the welfare of children in accordance with **Keeping Children Safe in Education (KCSIE), Working Together to Safeguard**

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Children, and Ofsted safeguarding requirements. All Hirers must fully comply with these principles where applicable.

- Where the hire involves children, young people, or vulnerable adults, the Hirer must ensure:
 - A robust and up-to-date **Safeguarding/Child Protection Policy** is in place and provided to the School on request;
 - All staff, volunteers, and contractors working with children have appropriate **Enhanced DBS checks (with barred list check where legally required)**;
 - All staff have received appropriate safeguarding training consistent with KCSIE requirements;
 - At least one **designated safeguarding lead (DSL)** or equivalent responsible person is present during the hire;
 - All safeguarding concerns are reported immediately to the School's Designated Safeguarding Lead (DSL) without delay.
- The Hirer must ensure compliance with:
 - Keeping Children Safe in Education (current statutory guidance)
 - Working Together to Safeguard Children
 - Local Safeguarding Partnership procedures
- The School reserves the right to:
 - Request safeguarding documentation at any time prior to or during hire;
 - Refuse or terminate hire if safeguarding arrangements are deemed inadequate;
 - Require immediate removal of any individual who poses a safeguarding concern.
- The Hirer must ensure that no individual who is barred from working with children is permitted on site during the hire.

6. CONDITION OF PREMISES AND CLEANING

- Premises must be left clean, tidy, and in their original condition.
- All waste must be removed or disposed of appropriately.
- No fixtures or fittings may be altered or damaged.
- Damage must be reported within 72 hours.
- The Hirer is responsible for all damage costs exceeding any deposit.
- Cleaning responsibilities include all hired areas and any equipment brought in.

7. EQUIPMENT AND LIABILITY

- The School accepts no responsibility for loss or damage to Hirer property.
- Vehicles are parked at the owner's risk.
- Any authorised use of School equipment is at the Hirer's risk.

8. LICENSING AND LEGAL REQUIREMENTS

- The Hirer must obtain all required licences (including PRS, PPL, CLA, or TENs).
- Alcohol may not be sold or supplied without written permission and valid licensing.
- Gambling is prohibited unless expressly authorised and licensed.
- No advertising or signage may be displayed without written permission.

9. INSURANCE AND INDEMNITY

- The Hirer must hold appropriate public liability insurance and provide evidence at least 10 days before hire.
- Employers' liability insurance (minimum £5 million) must be held where required.
- The Hirer shall indemnify the School against:
 - Damage to property or equipment;
 - Claims from third parties;
 - All losses, costs, or expenses arising from use of the premises or breach of this agreement.

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- The School is not liable for indirect or consequential loss. Liability is limited to fees paid under this agreement, except where liability cannot legally be excluded.

10. GENERAL CONDITIONS

- The premises are strictly non-smoking.
- Fireworks, explosives, gas, confetti cannons, or hazardous substances are strictly prohibited without written permission.
- The School may refuse or withdraw permission for hire at its discretion.
- Hirers must follow all reasonable instructions from School staff at all times.

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APPENDIX C: Approval Letter

[insert applicants name] [insert applicants address]

Dear [insert applicants name]

Re: HIRE OF SCHOOL PREMISES [insert booking reference]

The Governing Body of Aldersbrook Primary School has approved your application subject to the terms and conditions, for the hire of the school's premises on [insert date], between [start time] to [end time].

The facilities which you have permission to use are:

[List of accommodation including access to toilets, kitchen, first aid, reception as appropriate]
[list of all equipment]

Other facilities and equipment are not to be used without prior permission.

PAYMENT

Attached is an invoice which covers the booking fee and refundable deposit. The invoice must be paid in full [number of days] days prior to the booking date. Please note this hire will not be regarded as booked until payment is received.

Payment can be made by:

Cheque – payable to ALDERSBROOK PRIMARY SCHOOL

Following the hire and once the school has made certain that the hirer is not liable for any additional charges, the deposit held by the school will be refunded by cheque.

SCHOOL CONTACT

On the date of the hire, the school's care taker will be your main point of contact. Provide contact detail.

Yours faithfully

Head Teacher on behalf of the Governing Body

APPENDIX D: Lettings Checklist for School Staff

Lettings Checklist for School Staff

1. Initial Enquiry & Booking Process

- Send enquiry pack (including schedule of charges, terms and conditions, booking form, etc.)
- Receive completed booking form from hirer
- Assess suitability of proposed activity
- Check availability of premises, equipment, and caretaking/security staff
- If the booking involves work with children/young people, ensure safeguarding procedures are followed
- Calculate cost of hire
- Enter booking into diary (include hirer's name and contact details)
- Send provisional confirmation letter and invoice for booking fee/deposit (see Appendix C)
- Receive deposit/payment (check school finance system)
- Confirm booking in diary and notify caretaking staff/others as required

2. Health & Safety Briefing (Before Hire)

The school must ensure the hirer is informed of:

- Limits on accommodation and equipment (e.g. out-of-bounds areas)
- Emergency evacuation procedures and fire safety arrangements (including exits, fire extinguishers, and call points)
- Location of first aid facilities (or confirmation that hirer will provide their own)
- Location of toilets
- Procedure for reporting accidents, incidents, damage, or hazards
- For repeat bookings: inform hirer of any relevant changes on arrival

3. After the Booking

- Caretaking staff to inspect premises for damage
- Confirm any issues or damages reported
- Return deposit if premises are left in satisfactory condition