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Lettings Policy

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Key & Surrey County Council

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Aims

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body have drawn up the following policy.

Policy Statement

1. The needs of the school; that is of the Head Teacher, staff and pupils shall be given priority.
2. The Governors will always aim to balance the allocations of lettings to community use and to general hirers.
3. The Governing Body has the right to refuse any request for hiring.
4. All lettings administration must comply with Section M (Community Use of Schools) of Surrey County Council Finance Manual.

Lettings Policy

1. Hirers must apply on the Application Form provided by the school and sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.
3. The Governors will only allow lettings when the caretaker (or, if he declines the letting, an agreed representative of the Governing Body) is available in case of an emergency. *The Governing Body has the right to refuse any request for hiring. The School Business Leader is responsible in the first instance for checking the suitability of the letting and in the event of any concern, will refer to any of the following, Headteacher/Chair of Governors/Finance Governor*
4. A refundable deposit may be requested for certain lettings.
5. Payment for all lettings shall be paid monthly. No refunds will be given if the hirer is unable to fulfil his/her part of the lettings agreement. Late fees will incur on all payments past 90 days. All bookings running after 7pm may incur an additional caretaking flat fee of £15 in addition to regular hourly hire rate.
6. Standard rate VAT may be payable. See Section M of the Finance Manual for details.
7. All non-Education users must be covered by public liability insurance. The Surrey County Council requirement is that an insurance charge as a percentage of the letting fee will be made if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover.
8. Charges for lettings will be reviewed by the Senior Management Team annually in November (or soon thereafter) which may lead to price rises being implemented in April. Further information regarding fees and lettings procedures can be obtained from the school office.
9. Charges made will take into consideration:
 - Caretaker provision costs (rates are regulated under local agreement with the local authority)
 - Wear and tear of the building
 - Energy provision costs (heat, light & power)
 - Cost of other facilities required e.g. toilets, tea and coffee making facilities
10. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, have due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation.



11. Where children other than direct family members of the hirer will be present at a letting, especially if it is for a weekday children's club/ activity, the hirer must show the school office staff a valid Disclosure and barring check for all adults who will be involved in running the activities of the hiring.
12. The hirer is required to ensure that children and adults who may be vulnerable are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring and that they carry full liability insurance for this.
13. The hirer is required to read a copy of the school's Child Protection Policy for their information (this is available on the Policies page of the school website in the "our School" section). It is the responsibility of any regular Hirer to ensure that safeguarding policies and procedures are being practiced and implemented.
14. The hirer is required to carry out their own Health and Safety and Fire Risk Assessment to comply with the Regulatory Reform (Fire Safety) Order 2005. (There is guidance for completing a Fire Risk Assessment at <http://www.communities.gov.uk/fire>). Hirers should also refer to Appendix A attached to this policy.
15. The Hirer must nominate a "Responsible Person" who must familiarise him/herself with the building, position of a phone (or for hiring out of hours ensure that they have a mobile phone on their person), fire alarm points, fire evacuation routes and fire assembly point. Specific arrangements must be made to evacuate wheelchair bound participants from the building.
16. The hirer may be required to meet their students outside the front entrance of the school and must ensure the students leave the property by the agreed exit at the end of their session. The hirer is required to maintain a current register of students attending each session.
17. The hirer must sign and return the "Form for Regular Hirers of St Mary's School" (relating to Child Protection and Fire Safety: Appendix B) in addition to their booking form.
18. Surrey County Council operates a No Smoking policy on all its premises, including the grounds.
19. The Governors do not allow car boot sales on the school premises.
20. Alcohol is not permitted on the school premises without the permission of the Governors, or the Headteacher, as the representative of the Governors. (This will only be given in exceptional circumstances and charging for alcohol will never be allowed during a letting, due to licensing regulations).
21. The hirer will be required to sign a lettings sheet on the request of the caretaker, confirming the actual times of the letting.
22. In the exceptional circumstances, that agreement is given for a party to be held in the school premises (e.g. children's birthday party or family event), there will normally be an additional charge per hour in these circumstances.
23. Where a booking is made by a member of staff for their own personal hire the Governors reserve the right to reduce the hire charges to a minimum at their discretion.
24. Swimming pool hirers must adhere by St Mary's Swimming Pool Policy.



APPENDIX A

Hiring of School Premises – Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 and all subsequent amendments require that the Responsible Person should ensure that all users of the Building are aware of their own responsibilities under these regulations.

The hirer of the premises must ensure all people using the premises fully understand and comply with the requirements of this legislation. The Responsible Person has a duty to ensure that the Hirer is made aware of their responsibilities and should not take a letting if the hirer does not show that they have taken on this responsibility and acted in a reasonable manner.

This duty to act in a responsible manner goes further than just complying with the Fire Safety Legislation and extends to all Health and Safety legislation.

A one off hirer where no unusual/sporting activities are taking place (a straightforward meeting etc.) will normally be covered by the provisions put in place by the school and will rely on the caretaker being available to act in an emergency. However, as the caretaker may be in another part of the building when an emergency occurs, this does not negate the responsibility of the hirer to have made themselves aware of escape routes etc. as detailed in **point 15** of the school Lettings policy.

A regular hirer should carry out their own Risk Assessments relating to general health and safety as well as a fire risk assessment. This must consider all risks relating to the premises and the use that the hirer is making of the premises.

Some of these risks could be:

- Equipment blocking or reducing the escape routes or access for firefighting appliances.
- The ability and mobility of those attending the event (young children, elderly or disabled)
- The introduction of trip hazards such as cables, ropes etc.
- The introduction of slip hazards such as water, foliage, kettles or urns
- Provision of fire Marshals
- Provision of First Aiders and the availability of first aid kits. Hirers are expected to provide their own first aid kits.

In the event of a fire or other emergency which necessitates the evacuation of the building, hirers should note, and familiarise themselves with the following procedure and exit routes:

- Alarm sounds (continuous bell rings)
- Groups must evacuate the building and make for the assembly points.

For the Hall:

- Small groups -via the main entrance to assembly point in the front grassed waiting area
- Larger numbers – use all fire exits (3 in total)
 - a. via front entrance as above
 - b. via corridor towards junior playground (assembly point)



c. at kitchen end of hall, rear doors, cross to the library and exit via library fire exit to Junior Playground (assembly point)

2. For the new building, Launch Pad, Library, Music Room or Computer Room – all classrooms have fire exit doors (assembly point is Junior Playground)

3. For the senior block of classrooms, all classrooms have fire exit doors and the assembly point is the Junior Playground (disabled exit is easier on the North side of the Senior Block, where the classroom fire exits are via ramps rather than steps).

- Premises Officer goes to the assembly points. (This is a member of the school Senior Management Team during the school day, but may be the caretaker or the hirer if no member of the school staff is present at the time of the hiring)
- Responsible Person reports to the Premises Officer that all persons are present (or if persons are unaccounted for)
- No one may re-enter the building until permission has been granted by the Premises Officer
- In the event of an unattended letting, if it has been necessary to call the emergency services, hirers should act on the instructions of the officer in charge
- Regular hirers are advised to carry out a practice evacuation of the premises to highlight any cause for concern



APPENDIX B

Form for Regular Hirers of St Mary's School

The Regulatory Reform (Fire Safety) Order 2005 and all subsequent amendments require that the Responsible Person should ensure that all users of the Building are aware of their own responsibilities under these regulations.

The hirer of the premises must ensure all people using the premises fully understand and comply with the requirements of this legislation. The Responsible Person has a duty to ensure that the Hirer is made aware of their responsibilities and should not take a letting if the hirer does not show that they have taken on this responsibility and acted in a reasonable manner.

This duty to act in a responsible manner goes further than just complying with the Fire Safety Legislation and extends to all Health and Safety legislation. The school Health and Safety Policy can be viewed on the school website and hirers are expected to have read it and to abide by the policy.

The Governors of St Mary's CofE Primary School have a Child Protection Policy which contains their policy and procedures for safeguarding children who may be vulnerable, a sample copy of which has been issued to you, the hirer of our premises. Your booking is conditional upon you complying with it and adapting it as necessary if your booking also involves vulnerable adults.

You are required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss and damage occurring: and that you carry full liability insurance for this.

In particular this means that:

- You will comply with the principles contained within the policy and apply them appropriately to your own policy and procedures for children and adults who may be vulnerable
- You will provide the school management with a copy of your organisation's Safeguarding Children/ Safeguarding Adults who may be vulnerable policy, and review and update it annually
- You will recruit safely all paid and voluntary workers who have regular and direct contact with children and adults who may be vulnerable, by obtaining from them and storing confidentially and indefinitely, a signed Confidential Declaration, and obtaining satisfactory enhanced disclosures from the Criminal Records Bureau
- You will keep a list of the names of all paid and voluntary workers with regular or direct contact with children/ adults who may be vulnerable, and update it annually
- No person under the age of 18 years will be left in charge of children of any age
- No child or group of children or young people should be left unattended at any time
- A register of children or adults who may be vulnerable attending the activity will be kept. This will include details of their name, address, date of birth and contact details for their next of kin (including home & mobile phone numbers)
- You will immediately (within the next 24 hours) inform the school's Designated Safeguarding Lead (DSL) of



- a) Any allegations of abuse or causes of concern relating to members or leaders of your activities/ organisation, and;
- b) Any known offenders seeking to join your organisation, and manage such allegations or agreements with offenders in co-operation with statutory agencies and with the school.

The Designated Safeguarding Lead (DSL) for St Mary's Primary School is the Assistant Headteacher. The school telephone number is 01883 712817.

Declaration

I have received/ downloaded and accepted the following documents from the Governors of St Mary's School:

- 1. Lettings Policy
- 2. Hiring of School Premises – Fire Safety
- 3. Child Protection & Safeguarding Policy
- 4. Health and Safety Policy (incl. Fire Safety)

I agree to abide by the policies and procedures detailed in the above documents.

I am aware of my responsibilities under the Regulatory Reform (Fire Safety) Order 2005 and all subsequent amendments and under Health and Safety law.

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed..... Designation.....

Organisation..... Date.....

(Please sign 2 copies, one to be returned to lettings@stmarysprimary.org, the other to be retained for your records)