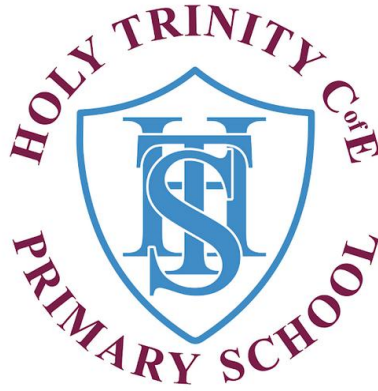




Holy Trinity C of E Primary School

A church school community aspiring for all to live life to the full.

Lettings Policy

Issued May 2026

Next Review May 2028

Committee Headteacher

Applies to: All employees (teaching, support,
peripatetic, trainee, and volunteer staff)

Lettings at Holy Trinity CofE Primary School

The Governing Body has a commitment to extending the use of the school premises to the local community in order to provide for the wider educational, recreational and spiritual needs of children, young adults and adults.

Priority use of the school premises outside school hours will be given to school-based activities, adult education, local authority educational activities, church activities and local authority approved activities.

Representatives of the Governing Body, Headteacher and Senior Leadership Team shall, at all times, have free access to the premises for the purpose of inspection.

No letting will be considered which is deemed to be detrimental to the day-to-day running of the school.

It is not the school's responsibility to ensure that the hirer complies with any legal obligations and requirements. It is therefore the responsibility of the hirer to ensure their legal obligations have been met and to provide confirmation to the school that this is the case, for example insurance arrangements.

A Casual Hiring Agreement and Declaration must be completed on all occasions by the hirer prior to the commencement of the letting. The Conditions of Hire form part of this Lettings Guide.

Holy Trinity CofE Primary School reserves the right to refuse permission for the letting of any of its property, or to cancel any letting. No reason for refusal or cancellation will necessarily be given.

The Headteacher retains the right to amend or vary the conditions of hire without prior notice having been given or explanation provided. This includes the right to cancel any letting.

Scale of Charges

A one-hour minimum charge will apply in all instances. There may also be a keyholder charge applied at the discretion of the Headteacher to ensure safe access to the building is provided. A discretionary cleaning charge may also be applied should this be needed.

Facility	Charge
School Hall	£18.00 per hour for the first hour, then £5 per hour for all subsequent hours

Facility	Charge
School Field	£30.00 per hour for the first hour, then £15.00 per hour for all subsequent hours
Other rooms including kitchen	£10.00 per hour per room
Keyholder charge	£20.00
Discretionary cleaning charge	£32.00

Applicants should contact the School Office or School Business Manager in advance of completing the Casual Booking Form to confirm the agreed hiring rate.

Conditions of Hire

APPLICATION

- All communication for the hire of the premises must be returned to the School Office or School Business Manager of Holy Trinity CofE Primary School.
- The Hirer shall not sub-let or part with possession of the school or any part thereof.
- The school may require further information concerning any application for the hire of the premises.

APPLICANT

- The Applicant who signs this form must be over 18 years of age and shall be responsible for all payments and terms of hire.

FEES AND DEPOSIT

- The hiring fee shall be paid to Holy Trinity CofE Primary School on receipt of invoice.
- Special arrangements may be made for payment for multiple bookings at the discretion of the Headteacher.
- Paying a deposit does not limit liability of the Applicant.
- Charges may be liable to be increased at the school's discretion at any time.
- A minimum charge will be levied. Lettings will be in half-hour blocks charged on a pro-rata basis. Hirers will be allowed a period of 15 minutes before and after the charged letting period for organisational purposes. Charges will be reviewed on a regular basis.

- For users such as community, charitable or other comparable organisations, excluding commercial or private users, the letting fee may be limited to the direct costs incurred by the school, e.g. key-holding charge, electricity, etc. For non-commercial lettings, fees charged are at the discretion of the Headteacher.
- When the school PTA/Friends Association holds either meetings or functions, the hire charges for rooms and kitchen facilities may be waived.

CANCELLATION

- If the Hirer cancels or postpones an engagement of the school by giving not less than 28 days' notice in writing, half-fees will be forfeited, and if less than 28 days' notice is given, full fees will be forfeited.
- If sufficient notice is given the fees may be refunded but a fee may be retained to cover administration costs.
- The Headteacher must receive written notification before a booking can be cancelled.
- The Headteacher reserves the right to cancel this hiring (or some part of it) without notice in the event of the premises being rendered unfit or unavailable for use. In that event the Applicant shall be entitled only to a refund of the hiring fee and the refund shall be the limit of liability for such a cancellation.
- The school will not be responsible for any loss or damage suffered by the Hirer or any other person in the event of the accommodation not being available by reason of war, civil commotion, strike or industrial action, accident, natural disaster or other similar cause.
- The school may in such event, at its discretion, return any fees paid, but will not pay any other compensation in respect of such loss or damage.

PERMISSION TO USE THE PREMISES

- The Applicant may use the premises for the purposes stated on the booking form and no other purposes on payment of the hiring fee and acceptance of the terms of this permission.
- The school reserves the right at any time to postpone a letting if it requires the use of the premises for its own purposes or for circumstances beyond its control.
- In the event of the premises not being vacated by the agreed stated finishing time, a charge of £12.00 per hour will be implemented.
- It should not be assumed that a booking ensures exclusivity in any area although every reasonable step will be taken by the school to ensure any private function is not disturbed.

APPLICANT'S UNDERTAKINGS

The Applicant shall:

- Be responsible for the premises and the behaviour of all persons connected with the hiring and their car parking arrangements so as to avoid any obstruction.
- Take all precautions for the safety of all persons entering or using the premises during the period of hire.

- Prevent the premises being used in such a way which does or may cause a nuisance or annoyance to others in the vicinity.
- Prevent damage to any part of the premises including decorations, furniture, fixtures and fittings, and be liable for any damage to the premises connected with the hiring.
- In the event of any damage to the premises connected with the hiring, pay to the Headteacher on demand the costs of any such repair and any loss of income resulting from the premises not being used which is attributable to the damage.
- Take regard of all fire regulations, comply with them and at no time block fire exits. The site representative will confirm the emergency muster point with each individual hirer.
- Not move, alter or add to any furniture, equipment, electrical, heating or lighting systems at the premises without the prior agreement of the Headteacher.
- Not bring any equipment (e.g. computers, sports equipment, music PA systems) onto the property except with the prior written consent of the Headteacher.
- Prevent the consumption of alcohol, gambling and gaming on the premises unless prior written approval of the Headteacher has been obtained and all legal requirements are met in full.
- Obtain any necessary consent and comply with all regulations connected with the permitted use of the premises (for example copyright, performing rights licensing, gaming laws, fire and health and safety requirements).
- Indemnify the school and Governing Body against all actions, proceedings, costs, claims and demands or other liability which may arise in connection with any breach of the terms of this permission.
- Confirm that they are insured in the minimum sum of £5 million in support of this indemnity and produce evidence of such insurance to the Headteacher.
- Understand that failure to produce satisfactory evidence of insurance may result in cancellation of the hiring.
- Prevent smoking or vaping on any part of the premises.
- Observe any security requirements for the use of the premises as the Headteacher may specify.
- Comply with safety regulations. No gas cylinders will be permitted in the building.
- Ensure that any equipment brought into school is checked regularly and that electrical equipment undergoes annual Portable Appliance Testing where appropriate.
- Ensure that all facilities used are returned to the condition they were found in, including the collection and disposal of litter and stacking of chairs.
- Ensure the premises are left in a clean and tidy condition and securely locked if appropriate.
- Ensure that no undesirable person is permitted to enter or remain in the premises.
- Ensure that exit doors and corridors are not obstructed.
- Not make any alterations or additions to the lighting, heating, seating, fittings or fixtures without prior written consent.
- Only use decorations, flags or emblems with prior consent and where they comply with fire safety standards.

- Ensure all posters and advertisements connected with the hire are approved by the school before circulation.
- Not drive nails, tacks, screws or similar objects into any part of the school buildings.

DAMAGE OR LOSS ARISING FROM HIRE

- The Hirer shall meet the cost of making good any damage to the building, goods or other property caused during or arising in connection with the hiring.
- In the event of any damage arising from the hiring, the Hirer will be notified at the earliest opportunity and, where possible, given the opportunity to inspect the damage.
- The school will not accept responsibility for the safe-keeping of any article or property left on the premises.
- The school will not be responsible for any loss or damage to person or property arising during or in connection with the hire other than such loss or damage for which the school may be legally liable.

CARS AND OTHER VEHICLES

- The Hirer shall ensure that no vehicle connected with the hire is parked in an unauthorised or dangerous position and that any instructions regarding parking are strictly observed.
- Those attending the hire are responsible for the safety of their vehicles and contents.
- No vehicle shall under any circumstances block access to any entrance as this may be required for emergency service access.

INSURANCE

- The Hirer should provide their own public liability insurance for all lettings.
- Lettings are made on the agreement that the school is indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such matters are directly attributable to the negligence of the school.
- The hirer shall insure, with a reputable insurance office, against claims arising out of bodily injury, illness, loss or damage caused to property by any act or neglect of the hirer, their servants, agents or attendees.
- Unless specifically agreed otherwise by the school, the insurance cover shall provide a limit of indemnity of not less than £5,000,000 in respect of any one incident.
- The hirer shall produce evidence of insurance upon request by the Headteacher or Governing Body within seven days of a request.
- The school shall not be responsible for any injury to persons or damage to property arising out of the letting of the premises.

GENERAL

- The Headteacher gives no warranty that the premises are legally or physically fit or suitable for the Applicant's purposes and the Applicant must satisfy themselves as to suitability.

- The Headteacher and all persons authorised by the Headteacher have the right to enter the premises at all times.
- The hiring does not grant any interest or estate in the premises.
- The Hirer shall have the use of the accommodation for the period and purposes stated on the booking form only and will be responsible for ensuring that the premises are vacated by the agreed finishing time.
- All amendments must be agreed in writing with the Headteacher.
- On days when the school is in session, articles for use during the letting may not be delivered before the agreed time unless arrangements have been made in advance.

Casual Hiring Agreement

DECLARATION

I have read and fully understood the Conditions of Hire, copies of which are retained by me, and I agree to abide by and conform to them.

I further understand that I must return this form and the Casual Hiring Agreement to the School Office at least 10 days in advance of the booking.

An invoice will follow on receipt of the completed form and this will provide confirmation of the booking. Full payment must be made before hiring can take place.

I _____ (Print Name) confirm that I have read and accept the school's Conditions of Hire and confirm that I am over the age of 18 years.

Signed _____

Date _____

Holy Trinity CofE Primary School reserves the right to amend the Conditions of Hire, including the scale of charges, without prior agreement with the hirer. Any changes will be communicated to the hirer within one month of the amendment.