Stopsley Community Primary School and Nursery

Lettings Policy

Date: November 2026

Review Date: September 2027

Introduction

Stopsley Community Primary School and Nursery is committed to being at the heart of the community and supporting it. It will do this by a commitment to education of all young people in the community, by committing to the concept of lifelong learning and by facilitating improvements in the quality of life in the town and surrounding area. The school will support local community groups and sports, social and arts events promoting equal opportunities for and fair access for all.

Aims

- To ensure fair access to school facilities
- To set out the circumstances under which the school may refuse use of the facilities
- To confirm the right of the school to make reasonable charges for the use of the facilities

Statement of Intent

The Governing Board (GB) accepts its responsibility to administer the letting of the school premises.

The GB will delegate the day-to-day responsibility for letting to the Headteacher, Finance Manager, and Premises Manager of the school.

The GB will allow the use of the premises in the following order of priority:

- School activities
- Voluntary organisations and charity
- For Profit organisations
- Families with children currently attending the school

Policy Strategies

The school has a list of charges as a basis for booking facilities. The Headteacher may refuse use of facilities on reasonable grounds. These include, but are not limited to, the following:

- Unreasonable hours
- Unreasonable disturbance to local residents
- Non availability of staff (e.g. premises)
- Health and safety considerations
- Potential damage or wear and tear
- Disruption to other school activities on the site
- Lack of security or supervision
- Detriment to community relations and community cohesion
- Use of facilities for political purposes
- Use of facilities for religious purposes
- Conflict with other school or LA policies

Free Use of Premises

If the Head teacher deems an activity to be in support of the core area of the school, then he / she may decide on no charge or a reduced charge for its use.

Conditions of Hire

There must be full acceptance of conditions. The hiring of the school accommodation is permitted only on these conditions. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.

Stopsley Community Primary School and Nursery Hire Agreement

CONDITIONS OF HIRE

Conditions for Hire of: ……..

1 Definitions

"The Hall" includes use of the stage area, entrances, ladies', gentlemen's and disabled persons' toilets and car park.

"The Hirer" means the person, persons or organisation making application for the use of the hall.

"The school" means The Head teacher, Finance Manager, Premises Manager, and all persons authorised by the school to act on its behalf.

2 Hiring

All applications for the hire of the Hall must be by completion of the Booking Form, which is to be forwarded to the Office Manager. The person by whom the Booking Form is signed shall be considered the Hirer. Where a promoting organisation is named on the Booking Form, that organisation also shall be considered the Hirer and shall be jointly and severally liable hereon with the person who signs the form.

The Hall cannot be hired by any person under the age of 21. The Hirer must be over 21 years of age at the time of application.

Please note a deposit of £35.00 (weekday) or £50.00 (weekend) is required when booking the Hall for one off events.

Responsibility

It is the responsibility of the Hirer to ensure that the "Conditions of Hire" for the Hall are understood and adhered to by ALL persons using the Hall during the Hire period. The "Conditions of Hire" are permanently displayed in the foyer and a copy accompanies every booking form.

The Hirer will during the period of hire be responsible for supervision of the premises, the fabric and the content, their care and safety from damage and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangement so as to avoid obstruction of the highway.

It is the responsibility of the Hirer to ensure that there is no alcohol on the premises other than that supplied by the designated bar supervisor unless permission has been sought and granted by him, and that no alcohol is supplied to those in attendance who are under the age of 18.

The Hirer of the Hall is required to appoint two stewards who must be over 21 years of age, to be familiar with that emergency exits, fire extinguishers, first aid facilities and nearest outside phone, should these be needed. Also, to ensure access to emergency exits are kept clear at all times. These are requirements of the Health and Safety Act. **THE HIRER SHOULD AT ALL TIMES BE CONCERNED FOR THE NEEDS OF THE NEIGHBOURS AND THEIR PROPERTY ENSURING THAT NO NUISANCE IS CAUSED TO THEM BY THOSE ATTENDING THEIR FUNCTION.** Hirers should ensure that no guests stand outside the front of the Hall during an event. Hirer must always remain in their designated areas. The responsibility of the Hirer shall include the cloakroom and its contents, and the Hirer must provide attendants and be responsible for any loss or damage that may occur. Any incident must be reported to the Premises Manager as soon as possible. FAILURE TO SATISFACTORILY MANAGE A FUNCTION WILL RESULT IN THE RETURNABLE DEPOSIT BEING WITHELD.

3 Safeguarding

Prior to the commencement of the hiring:

- the school will carry out an induction which includes a tour of the school, details of fire evacuation procedures,

emergency contact details, details of the school's safeguarding policies and procedures and any other information deemed necessary to the particular Hirer.

- the Hirer agrees to follow the school's safeguarding policies and procedures for the duration of the hiring.
- the Hirer will confirm that all appropriate safeguarding checks are in place prior to commencement of the hiring and will provide the school with copies of any safeguarding policies and risk assessments that they have in place and that they follow. This will include providing copies of appropriate DBS certificates and the Hirer's own safeguarding policies if the letting is to be used for under 18-year-olds
- the Hirer will provide the school with copies of any First Aid certificates that they own
- the Hirer will provide the school with copies of any coaching / teaching qualifications if the letting includes coaching / teaching under 18-year olds

The Hirer must have their own First Aid kit during the period that they are letting from the school.

4 Conduct during Hire

The school reserves the right to enter every part of the Hall at any time and also reserves the right to refuse admission or remove from the Hall any person or persons believed by the school to be undesirable, without giving any reason. No disorderly conduct and no obscene language shall be permitted. The Hirer shall only use the Hall for the purpose stated on the booking form. The Hirer shall not sub-let the Hall or any part of the Hall. Any furniture or property introduced by the Hirer shall be removed immediately following the period of hire. No additions, alterations or adaptions of the school's fixtures, fittings or equipment shall be made, and nothing shall be affixed to the walls of the Hall unless the consent of the school has first been obtained.

5 Cancellations

The school may:

At their own discretion and without assigning any reason, refuse an application received for the hire of the Hall or may cancel a booking made and return the booking fee or any other money in full, if in the school's opinion the school consider the event proposed to be against the general interests of the local community.

Cancel a booking when special circumstances render the hiring of the Hall to the Hirer impractical, i.e. when the Hall is used as a polling station or when the Hall is unfit for use for whatever reason. In this case as much warning as possible will be given to the Hirer and either an alternative date offered, or full refund of the hiring fee will be made. It is accepted that the school have no responsibility to any Hirer for any costs or other expenses incurred relating to the cancelled hire.

In the event of a cancellation by the Hirer, providing there is a just reason the School will attempt to re-let the booking. Should the Hall be re-let, the School shall refund the Hirer all monies paid. Should the Hall not be re-let, then a booking fee of one half of the total hiring fee shall be forfeited.

6 Breakages

The Hirer is responsible for the security of the hall during the period of hire. The Hirer shall pay for all damage which may be done to the Hall or any fixture, fitting, furniture, equipment, or any other property of the School arising out of or during the period of hire. If the Hirer and the School are unable to agree the value of such damage, then it shall be assessed by the Surveyor appointed by the School. The deposit against breakages does not constitute any part of the hiring fee but will be held for four weeks after the period of hire and will then be returnable to the Hirer, less any deductions necessary to reimburse the School for breakages etc. and provided there has been no breach by the Hirer of any of the General Conditions for Hire. The Hirer is responsible for drawing to the attention of the School before the commencement of the period of hire any defects alleged to be existing in the Hall or its contents.

7 Indemnity

The School will not accept responsibility for any loss, damage or accident occurring during or arising out of the period of hire or for damage to or loss of any property brought or left by any person in any part of the Hall. All hirings are made on the understanding that the School is indemnified accordingly by the Hirer.

8 Fire Regulations

The Hirer and designated stewards must observe such safety conditions as are from time to time required by the School or any local or public authorities

9 Capacity

The maximum number of persons, including staff, permitted to occupy the Hall at any one time is:

90 (ninety) persons when used for dancing and dining.

130 (one hundred and thirty) persons if close seated audience in rows.

10 Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.

11 Sales of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address.

12 Safety

The Hirer shall ensure that, whenever disabled people are present, adequate arrangements are made to enable their safe evacuation in the event of an emergency and that they are made aware of these arrangements.

13 Insurance

The Hirer shall ensure that Public Liability insurance is in place for any lettings. They will provide the school with a copy of this certification. The Hirer will ensure that any further insurance policies (e.g. contents or personal belongings insurance) are in place and that the school, receives a copy of these where necessary.

14 Health and Hygiene

The Hirer shall, if preparing, serving, or selling food, observe all relevant food health hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

15 Amplifiers and Electrical Appliances

The use of the Hirer's own amplifiers and other electrical apparatus such as projectors, tape recorders and record players is permitted provided that application has been made at the time of hiring; the Hirer shall ensure that any such equipment is safe, in good working order and is used in accordance with the Electricity at Work Regulations 1989. None of the school's electrical apparatus in the Hall shall be removed or altered in any way.

The Hirer may make use of the school's sound system in the KS2 hall (using their own laptop).

The Hirer is expected to give due consideration to the owners and occupiers of neighbouring residential property and not to cause them any unreasonable nuisance or annoyance by noise or otherwise.

16 Special Effects

The Hirer may not have smoke, laser, dry ice, or strobe machines in use in the Hall without specific agreement of the School in writing.

17 Time of Termination

All functions are to terminate not later than 24:00 hours (midnight) on the day of use. Amplified music etc. must cease by no later than 23:50 hours. The Hirer is responsible for leaving the Hall secure by fastening all doors and windows, switching off all lights, electrical equipment, and power points and leaving all water taps turned off and sinks unplugged.

18 Cleaning

The Hirer shall leave the Hall, fixtures, furniture, and other apparatus clean, in as good an order and replaced as they were respectively before the commencement of hire. If in the reasonable opinion of the School the caretaker has had to be paid for additional cleaning work because of the failure of the Hirer to observe this condition, then the School may deduct such payment and any other expenses from the deposit paid by the Hirer against breakages.

19 Cancellation or Disruption of Hire

The School shall not be responsible for any loss due to any breakdown of machinery, failure of supply of electricity or water, leakage of water, fire, government restriction, and requirement of the local authority or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

20 Purpose of Hiring

The purpose of use arising from the Hire must be fully disclosed in the Hiring Agreement when applying for the hire of the Hall or its amenities. The Hirer shall not use the premises for any purpose other than that as described in the Hiring Agreement and shall not sub-let or use the premises or all the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

21 Vandalism

The School operates a zero-tolerance policy on vandalism and graffiti. If such damage occurs during your booking, you will be responsible for paying the full cost of rectifying all damage.

22 Additional Conditions

The School reserves the right from time to time to add such further conditions or rules as it may reasonable consider necessary relating to the hire of the Hall and may also waive or modify (in writing) any of the General Conditions of Hire in case of regular booking.

23 No Smoking or Vaping

It is an offence to smoke or knowingly permit smoking anywhere on the Hall Premises, other than in the designated smoking area. This area is marked outside, at the opposite side of the playground. Failure to comply may result in with-holding of deposit and possible prosecution.

Failure to adhere to conditions of hire may result in the loss of your deposit.

Instructions for Hirers

Start of Hire

Two stewards must familiarise themselves with all safety equipment and emergency procedures.

If you wish to decorate the Hall, please use the hooks which are provided along the top of the wooden surround. Under no circumstances must drawing pins or Bluetac be used on the wooden surround, the walls or the ceiling in the hall or any other rooms without school permission.

During Hire and End of Hire

Make sure that the neighbouring households are not disturbed by unreasonable loud noise or any other activities.

Make sure glasses and bottles are not taken beyond the hall.

In the Kitchen the cooker ovens, and hobs together with work tops, sinks and floors are to be cleaned and left in satisfactory condition.

Hall floor and toilets to be swept. Toilet basins to be left clean. (Broom, dustpan, and brush are located in the storeroom. Rubbish bags are under kitchen sink.)

Place rubbish bags inside the bins that are located at the far end of the car park.

Leaving the Premises

Make sure all lights and power points are switched off; especially the water heater in the kitchen and that taps are turned off and plugs out of sinks.

Failure to adhere to conditions of hire may result in the loss of your deposit.

Duty Premises Staff Responsibilities

The Premises Manager is the school's representative and is responsible throughout the period of hire for making sure that before, during and after the letting the following are adhered to:

- That the premises are unlocked at the agreed time as stated on the application form
- That the premises are in a safe and satisfactory condition for the Hirer
- That the remainder of the premises remain secure during the letting
- That the premises are checked before and after the letting, with a representative of the Hirer, for damage and ensure that they have been left in a neat clean and tidy condition
- That the Hirer is aware of the fire alarm system and what to do in an emergency
- Provide emergency contact numbers for use during the hire period

Hire Charges

Note that hire charges will at least cover the cost of:

- Services (lighting and heating)
- Staffing
- Administration
- Wear and tear
- VAT if applicable

Applications for the Hire of the Premises

The application form for the hire of the facility must be fully completed and submitted to the school within 4 weeks prior to the date required. For single hire agreements two payments will be required 14 days prior to the letting. One for the hire cost of the hall and a second to the value of £35.00 (weekday) or £50.00 (weekend) as a deposit.

The deposit will be returned to the Hirer within 14 days of the event provided all of the conditions of hire have been met.

Regular lettings will be invoiced termly in arrears for the whole term amount. Payment should be made by Bank Transfer.

Unsuccessful applications will be notified, and the payments returned to them as soon as possible

Cancellation

The Hirer may cancel the request for hire and receive a full refund providing the cancellation is within 48 hours of the planned event. Cancellations received after this time will incur a 20% administration charge.

Letting Charges

The school recognises that loyalty is important and that organisations / people that let the school currently would hope to be able to continue with lettings without having an ongoing concern about pricing increases. This policy, including lettings costs, are reviewed on an annual basis. Therefore, increase in costs may occur in line with any increases in costs that the school incurs and with inflation. Such increases will be kept to a minimum to ensure that lettings are in place at the school and that loyal customers are supported. For new lettings, we aim to offer competitive prices so we keep an ongoing eye on costings elsewhere. Currently, there are two charging rates that apply. 'Charging Rate A' is for lettings that are already in place at the school and is sub-categorised for external organisations (A1) and internal organisations offering a staff discount (A2). 'Charging Rate B' is for new and future lettings and is sub-categorised for external organisations (B1) and internal organisations offering a staff discount (B2).

Halls and dining room (includes Crazy Golf course):

Rate A1 – Monday to Friday outside school hours £35.00 for the first hour and £5.00 for each additional half hour.

Rate A2 – Monday to Friday outside school hours £25.00 for the first hour and £5.00 for each additional half hour.

Rate B1 - Monday to Friday outside school hours £40.00 for the first hour and £5.00 for each additional half hour.

Rate B2 – Monday to Friday outside school hours £30.00 for the first hour and £5.00 for each additional half hour.

Rate A1 – Weekends £50.00 for the first hour and £5.00 for each additional half hour.

Rate A2 – Weekends £40.00 for the first hour and £5.00 for each additional half hour.

Rate B1 – Weekends £55.00 for the first hour and £5.00 for each additional half hour.

Rate B2 – Weekends £45.00 for the first hour and £5.00 for each additional half hour.

Playing field (includes Crazy Golf course):

Rate A1 – £15 per match.

Rate A2 – £5 per match.

Rate B1 – £20 per match.

Rate B2 – £10 per match.

Rate A1 – £65.00 per day for training activities during the school holidays.

Rate A2 – £55.00 per day for training activities during the school holidays.

Rate A1 – £70.00 per day for training activities during the school holidays.

Rate B2 – £60.00 per day for training activities during the school holidays.