St John's Primary School

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Ofsted Outstanding Provider

LETTINGS POLICY

Governor Responsible	Premises, Health & Safety & Community Committee
Status	
Last Reviewed	October 2025
Ratified On	09/10/2025
Review Period	2 years
Executive Head Teacher Signature	Milan Stevanovic
Chair of Governors Signature	Jennie Hutton

St John's Primary School

Letting policy

Adopted: Review date:

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1. **Statement of intent**

The primary purpose of the school is for the education of students and to accommodate services for local families and young children. However, the governing body of St John's is keen to maximise the potential of the building for the benefit of the whole community. Its facilities will therefore be made available to local groups when this does not conflict with either the interests of its pupils, the work of its staff or the service provision for families and young children.

The use of our school premises at all times is under the control of the Head of School and governing body of the school.

Venue hire to local groups will be dependent upon payment of a fee and acceptance of the terms and conditions of venue hire. The fees will be set at a level to ensure that income taken covers the costs (lighting, heating, staffing, etc.) of the activity. Any profit generated by such venue hire shall be solely used to benefit the education of pupils who attend the school.

In deciding whether or not to let our premises, the governing body will also have regard to the likelihood of any damage being caused to the premises, or neighboring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the governing body reserves the right to require a reference from the hirer, before any booking is accepted.

It is the governors' policy that whenever it is reasonable and practical, use of the school's physical resources be permitted by members of the local community.

All venue hire is subject to authorisation by the head teacher on behalf of the governing body.

Once the hirer has signed a booking form to use the school premises he/she is automatically bound by all terms and conditions of usage of the premises. The governing body have the right to vary these terms and conditions at any time.

2. **Objectives**

In adopting this policy, the governors recognise that:

- the school premises are a valuable community resource to which community access should be promoted
- the school premises represent a significant capital investment and should be fully utilised
- in operating this policy, the needs of the school should be given priority
- a profit margin may be derived from private or commercial usage but is not the objective when facilitating educational activity by designated users.

3. **Priority usage**

Priority of use shall be given as follows.

- School use
- Statutory users
- Designated users (youth groups)
- School community users
- Private users.

4. **Conditions of hire and charging policy**
   The terms and conditions of hire of the school premises are attached in appendix 1 of this policy. The current scale of charges is set out in appendix 2 of this policy.

5. **Variations and review**
   The terms and conditions and the scale of charges shall be reviewed annually together with this policy. Variations to either the terms and conditions or scale of charges may be agreed in respect of individual lettings at the discretion of the Head of School in agreement with the chair of the governors' Premises committee.

6. **Administration of venue hire**
   Authority to accept applications for hire is delegated to the Site Manager acting with the agreement of the Head Teacher. The day-to-day administration of all hires is the responsibility of the Site Manager.

7. **Venue hire documentation**
   All formal hiring of the school premises (including any for which no charge is made) shall be properly documented.
   - All hirers must complete a venue hire and receive a copy of this venue hire policy (which includes the terms and conditions).
   - When an application is submitted the hirer must sign the venue hire, confirming they agree with the venue hire policy and terms and conditions.
   - In accordance with the governors' commitment to safeguarding and promoting the welfare of children, a copy of the safeguarding policy must be given to the hirer (and user, if different) and signed for on receipt.

8. **Value Added Tax**
   Value Added Tax must be applied to all hire charges where this is appropriate.

9. **Health and safety**
   During the period of the let, it is the responsibility of the hirer to ensure the safety of all those making use of the building and the safety of members of the public who may have cause to come onto the premises. The hirer or their representative will be responsible for compliance with the Health and Safety Act in force at the time of the let.

   For fire safety, hirers should note the following points.
   - One person must be nominated to take responsibility for the health and safety of the entire group. This person must make sure that s/he knows where the fire exits are located. S/he must inform the group BEFORE the commencement of the meeting exactly how to proceed if there is an emergency.
   - A list or register of all those attending the meeting must be made. S/he must be aware of how to contact the emergency services, and it would be useful to note anyone who has a mobile phone. A suitable assembly point must be pre-arranged so that if there is an evacuation everyone knows where to meet. It is then the responsibility of the appointed health and safety officer to liaise with the emergency services to ensure that all those in that particular group are accounted for.
   - All emergency incidents occurring during these sessions should be reported to the Head of School within 24 hours.

   There should be immediate supporting test certification for any electrical equipment brought to the premises.

10. Review of policy

The governors will review this policy annually and the scale of hire charges for the forthcoming year will also be reviewed and updated.

Appendix 1 - Terms and conditions of hire

1. **Application for hire**
   1.1. Hirers must apply on the venue hire and catering booking form provided and must sign to confirm that they have read and agreed these terms and conditions.
   1.2. A letting will only be confirmed on receipt of the completed booking form and a copy of proof of relevant public liability insurance.

2. **Payment and hire periods**
   2.1. A deposit of £200 will be requested for certain venue hire.
   2.2. Payment of the appropriate charges will be made on demand.
   2.3. Payment for all ongoing lettings shall be paid termly in arrears or as otherwise agreed in writing between the school and the hirer/user.
   2.4. Standard rate VAT may be payable.
   2.5. All users must be covered by insurance. The hirer's public liability insurance cover must be at least £5,000,000.
   2.6. The governors reserve the right to charge an additional amount for use of school equipment or for heating or lighting overheads.
   2.7. The minimum hire period for all hires will be 1 hour per letting session over a minimum of 5 continuous weeks in the case of ongoing hires.

3. **Cancellation**
   3.1. Cancellation of a booking must be made by at least two weeks' notice in writing addressed to the Site Manager.
   3.2. If less than 14 days' notice of cancellation is provided prior to a booking, a charge of 50% of the booking value will be incurred
   3.3. Failing to attend on the day will incur a charge of 100% of the booking fee.
   3.4. Any deposit paid may be refunded at the discretion of the governing body.

4. **Property hired**
   4.1. Hirers will have access only to the particular parts of the school premises let to them, including where it is practicable the use of toilet facilities. In no circumstances is access permitted to any other part of the premises or unauthorised use made of any outside play areas.
   4.2. Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc. required for the letting, and removing them before the school re-opens on the following day.

5. **Caretaker/Site Manager**
   5.1. If required to be in attendance, the site manager will give reasonable assistance, within the terms of their employment, to hirers. If the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the direction and control of the site manager.

6. **Care of school premises**
   6.1. The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the school in cleaning the premises after the hiring necessary to ensure the premises are sufficiently clean for normal use by the school.
   6.2. The hirer shall pay to the school the cost of repair or replacement resulting from any loss or damage arising from the hiring, however caused or of whatever nature to the school premises and all the equipment or property thereon. Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5,000,000 and shall enclose the policy to the governors with the booking form and on demand.
   6.3. No preparations are to be applied to the floor.

7. Licenses

7.1. No intoxicating liquor will be brought on to or consumed on the premises except as a function organised by a body or bodies which the school shall have approved. Where a license for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a license is solely the hirer's.

7.2. In the case of lettings for music, singing, dancing or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.

7.3. All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform to the regulations governing the issue of licenses for public entertainments so that they cannot normally be used for this purpose. Any proposals to use a school for public entertainment must be discussed carefully with the school.

7.4. There must be no infringement of copyright and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.

7.5. Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate organisation as to whether the exhibition is exempted from, or requires, a license under the provision of the Cinemas Act 1985 or any statutory modifications thereof.

8. Sub-letting

8.1. A hirer must not sub-let to another party unless otherwise agreed with the school.

9. Smoking

9.1. The school operates a no smoking policy throughout its premises.

10. Car parking

10.1. The school expects all hirers to ensure that all users of the premises are considerate to the school's neighbours in parking on and around the school premises.

10.2. The school accepts no responsibility for loss of property, damage to cars or injury incurred by the use of the school car park for the purpose of lettings.

11. Disputes and revocation

11.1. Any dispute on the use of school facilities or school equipment out of normal hours shall be settled by the Head of School.

11.2. The Head of School reserves the right to revoke without notice any contract for the hire of school premises.

11.3. The Head of School reserves the right to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.

12. Safeguarding

12.1. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The governors require that for all hirings involving groups working with children, appropriate level of disclosure has been obtained from the Disclosure & Barring Service (DBS) for the individuals working on school premises.

Appendix 2 - Scale of charges for hire

Areas available to hire	Location	Room number	Size	Capacity	Rate per hour
Hall	Ground Floor		261.5 SQ M	250 approx	£100 p/hr
KS1 Play Ground		N/A		N/A	£100 p/hr
KS2 Play Ground		N/A		N/A	£100 p/hr

Lettings and catering booking form-St John's Primary School

Organiser's name:		
Organisation's name:		
Invoice address:	**Mobile:**	
	Email:	
Date(s) of hire:	**Start time:** Please ensure you include enough time to set up.	**Finish time:** Please ensure you include enough time to pack up.
Area(s) of the school to be used:		
Specific nature of use:		
If entertainment/music/dancing involved will you be applying for a license?		
Please describe room layout required if applicable:		
Proof of Public Liability Insurance **Policy No:** **Company Name:** **Value:** **Please provide a copy of your policy when submitting**		
Number of participants:	**Age of participants:**	
IT requirements:		
Equipment requirements:		
Crèche requirements: Crèche Room required (additional letting charge applies) YES/NO If yes, for _____ (no. of children). Please inform us of children's age at least one week prior to the booking. Crèche workers required (specify number): _____		

Disclosure and Barring Service – Criminal Record Checks
Applies if your use involves children and/or vulnerable adults and is not a family occasion/event, e.g. birthday party

Name of organiser	DBS certificate no.
Name of staff/helper	DBS certificate no.
Name of staff/helper	DBS certificate no.
Name of staff/helper	DBS certificate no.
Name of staff/helper	DBS certificate no.
Name of staff/helper	DBS certificate no.
Name of staff/helper	DBS certificate no.

Completion of this form confirms your booking. Your signature also confirms your agreement of the conditions of letting and all aspects of our school **venue hire policy**.

If you wish to cancel your booking, you must inform us as soon as possible. If you give less than 14 days notice prior to your booking you will incur a charge of 50% of the booking value. If you fail to attend on the day you will be charged 100% of the fee.

By signing this agreement you agree:

- to the above cancellation conditions
- that you have read the venue hire policy
- that you agree with the terms and conditions within the venue hire policy
- that you have received and read the school's safeguarding policy

Signature:	**Date:**

Please return this completed form to adminoffice@st-johns.ealing.sch.uk