



Parkside Primary School

Lettings Policy

Reviewed July 2025

Introduction

The school recognises that its premises are a valuable resource within the community and as such welcomes the opportunity to enable other users to benefit from them when they are able to do so.

Equally, enabling a multi-purpose use of the school building can reduce the number of incidents of vandalism and increase the income to the school through lettings. Parents and other adults benefit from the additional facilities available and it can break down some of the barriers that can make school appear to be a prohibitive environment to enter.

This policy aims to clarify the procedure for letting part of the school building so that all agreements are entered into with both parties knowing what they can expect and how to address any issues that might arise.

Definition of a Letting

A letting may be defined as any use of the school premises outside normal school hours (for the purpose of this letting policy this has been defined as:

- A community group such as a local music group, choir, theatre group, dance groups or sports team
- An individual or group of individuals such as local residents
- Other events organised by members of Parkside staff. This will include, but is not limited to , exhibitions, sports events, theatre productions, choir practices and fundraising functions
- A commercial organisation such as dance groups, sports groups etc.
- A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Our aims

By letting our premises we intend to:

- Maximise the use of the school for the benefit of the community
- Ensure that the educational use of the building is prioritised without prohibiting other users
- Raise money to support the activities of the school
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Pursue the extended schools' agenda
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s).

Conditions of hire

Booking and payment

The following procedures will always be followed;

- All enquiries are directed to the School Business Manager who will arrange a meeting to show the facilities and discuss the conditions of hire (if a new letting agreement)
- A date and time frame will be agreed (the minimum period for which a charge for hire will be made is one hour). The charge is agreed (charges are inclusive of the cost of utilities, cleaning, personnel and parking)

- To secure the booking, the hirer must complete a booking form and a **£250 deposit** payment must be made to secure the costs of any damage incurred and as payment for the over-running of the agreed times. The deposit will be returned after the letting (for ad-hoc lettings), less the amount the school may deduct to cover these costs
- On receipt of the booking form, the school will invoice the hirer for the full amount. Payment must be made at least two full weeks prior to the letting
- The school will seek to recover costs incurred which are unavoidable and result directly from the cancellation of a booking
- Hirers must state the maximum number of people expected and the school reserves the right to limit the number of people admitted dependent on the type and size of the accommodation hired
- All hiring is subject to the hirer or the authorised representative occupying and vacating the premises at the stated times – should the letting over-run the stated time, the hirer will be liable for extra fees
- The Site Services Officer and hirer will inspect the condition of the area to be hired before the letting has taken place on the day of the hiring
- The hirer and Site Services Officer will inspect the area(s) hired following the letting and sign the completion slip on the lettings booking form to confirm that the hiring has been completed within the terms of the agreement
- In the event of the hirer not arriving within 30 minutes of the agreed starting time, the premises will be secured and the let considered cancelled – in this event, no money will be refunded
- If the hiring finishes earlier than the stated time, a responsible person must remain on site until the Site Services Officer has been informed and locking up can begin
- The school reserves the right to refuse without explanation any application and to cancel the hiring at any time without written notice
- On the termination of the hiring under the above condition, the school shall return all or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination
- Persons under the age of 18 are not eligible to hire the premises

Health and Safety, Safeguarding & other general conditions

Health & safety

The school is responsible for ensuring that the means of access or egress are safe for the use of the hirer and that the plant or equipment used by the hirer is safe. If the hirer discovers a hazard, they should take action to make the Site Services Officer is aware of it.

Hirers should familiarise people using the premises with fire and health and safety arrangements. A health and safety policy should be in place.

- Parking is at the risk of the vehicle's owner and is only allowed on the school site in the car park. This is controlled by the Site Services Officer
- The school reserves the right to insist on the removal of any person who is acting in a disorderly fashion
- In exceptional circumstances, e.g. fire, flood or other emergency situations, the school reserves the right to suspend the letting until the premises are made safe
- The hirer shall ensure that the noise is kept to a minimum at all times, especially when exiting the site
- In the case of youth and junior organisations, a sufficient number of responsible adults must be in charge for the period of hire and ensure adequate supervision of all areas of the site to which the children have access

- The hirer shall undertake to see that the premises are used in an orderly way and for the purposes only for which they are hired
- The hirer shall reimburse the school the cost of making good any damage to the schools property arising from the hiring
- The hirer shall not use or permit the use of the premises for the sale of goods by way of competitive bidding unless the sale is for the purpose of assisting the funds of a voluntary organisation whose activities are not carried out for profit and the whole, or substantially the whole, of the proceeds are devoted to the funds of the organisation
- The school reserves the right to refuse entry to the premises in the interests of the health and safety of those present

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. They should ensure that appropriate arrangements are in place to keep children safe.

Please see the guidance below for running a safer setting for children:

- Write a child protection policy and have procedures in place to deal with safeguarding concerns
- Appoint a person who has lead responsibility for safeguarding children in the setting- A designated safeguarding lead (DSL)
- Undertake appropriate safeguarding training
- Know the referral routes to use when you have a concern
- Do appropriate pre and post-recruitment checks on any staff and volunteers you have, such as identity and DBS checks
- Assess the health and safety risks and take steps to reduce them
- Have more than one emergency contact number for each child

(Out-of-school settings: A provider's guide to running out-of-school settings- 2023)

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. Policies should also be shared with parents/carers to give them opportunity to ask questions. We will ask for confirmation that the hirers have had the appropriate level of DBS check for their employees (including volunteers) and that Safer Recruitment practices have been followed.

Should any safeguarding concerns present themselves during the hire of the school premises, the Hirer should contact their Designated Safeguarding Lead (DSL) as soon as reasonably practicable and follow the guidance below:

What to do if a child tells you they are being harmed?

The allegation happened outside the setting:

- The DSL should report the allegation to children's social care, the local authority designated officer (LADO) and police as appropriate.

The allegation is against the Hirer's employee or volunteer:

- The DSL should refer the individual to the Disclosure and Barring Service as appropriate.

If the child is at risk of immediate harm, the Hirer should call the police on 999.

Hirers must understand 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).

Other general conditions

- The school does not open for lettings on Sundays or Public Bank Holidays
- The school closes at 6.00p.m.
- Prices are based on the fixed rate charge per hour. Caretaking and cleaning costs are incorporated
- Use of equipment hire is at an additional charge
- Any corporate or company hire must have its own insurance in place
- A health and safety policy should be in place (large providers should have a written policy)
- An induction meeting will take place prior to the first letting
- The site is a safe environment, with a clear exit routes in case of emergencies - hirers should familiarise themselves with all exit routes
- Car parking may be available. Please liaise with the school's Business Manager
- A First Aider should be in place, appropriately qualified, for the age group. This needs to adhere to Government guidance.

Exclusions

- The hirer may not assign or sub-let the use of the premises to any other person
- The school buildings and site is a non-smoking area
- The selling or drinking of alcohol and consumption of drugs is strictly forbidden
- Nails, tacks, screws etc. must not be driven into the walls, ceilings, floors or fittings, or sticky tape used to affix anything onto the walls, windows, or any other surface
- No alteration or addition to the electrical installation shall be made and no equipment or apparatus is to be connected to it without prior agreement
- PA systems or sound equipment are not to be used without prior agreement
- No furniture, instruments or equipment belonging to the hirer may be left or stored on the premises without the agreement of the School Business Manager and if permission is granted, the hirer's goods are stored at his or her risk. Notices must not be exhibited on any part of the premises without the prior agreement of the school
- Any hiring is subject to the condition that the premises will not be used for political purposes or the teaching of any political party politics or the public exhibition of films
- The premises are not licensed for public entertainment and consequently the collection of money for admission and advertising any entertainment to the general public cannot be permitted

- The hirer and those attending the function must not enter parts of the site other than those included in the booking agreement.

The school does not undertake any responsibility for:

- Loss or damage of any goods or effects belonging to the hirer or any other person present
- Injury to any person attending the premises unless the injury results from the school's negligence
- Any breakdown, leakage, fire or accident rendering necessary the closure of the premises nor for any interruption of the hiring for repairs or renewals consequent on any such breakdown, leakage, fire or accident.

Failure to comply with these conditions in any part may render the hirers ineligible for further lettings

Charges and times of hire -

TERM TIME (Up to 6pm)

SATURDAYS ONLY (until 6pm)

Minimum hire time - 1 hour

Facility	Rate
Classroom and toilets	£20.00 ph
Gym and toilets	£30.00 ph
Playground and toilets	£30.00 ph
Muga and toilets	£30.00 ph
Hall and toilets	£35.00 ph

Please note; Long term lets may be subject to different rates

Review of Lettings Usage

The Governing Body will review this policy annually with a view to determining whether the policy has been successful. Measuring the success of the school lettings policy will be achieved by establishing the following:

- Does the budget benefit from lettings?
- Are they cost effective for the school? (Budget information to be provided by the School Business Manager)
- The benefits to the community

Complaints Procedures

If you would like to raise complaint please speak/write to the School Business Manager/Headteacher

Guidance for Schools

https://assets.publishing.service.gov.uk/media/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf

Guidance for Providers

<https://dfegovukassetsKeeping%20children%20safe%20during%20clubs,%20tuition%20and%20activities%20-%20provider%20leaflet.pdf>

Guidance for Parents/Carers

<https://dfegovukassets.blob.core.windows.net/assets/community%20activities%20-%20parents%20guide.pdf>

**Lettings Agreement
Conditions of Use**



1. Premises

1. Interpretation
The school premises are provided essentially for educational purposes and the promotion of its vision. The premises must not be let in such a manner as to prejudice this purpose. The hirer is responsible for ensuring that these terms and conditions for use are observed and for the effective supervision of the arrangements and activities on the school site during the hire period. The hirer is responsible for ensuring all fees are paid in a timely manner.

2. Term, effective date of agreement

The term of this agreement will be for use of the:

Name of hall/room/area:.....

Name of Hirer (company if applicable):.....

Address of Hirer:.....

Contact telephone number:.....

Purpose of hire:.....

Dates of hire:.....

Times of hire:.....

Signed by:

Hirer.....

Print name.....

Signed on behalf of Parkside Primary School.....

Print name.....

3. Use and Access

- The school permits the Hirer to access and use of the Primary building on the times specified by the letting agreement.
- The Hirer is responsible for ensuring these terms and conditions of use are observed and for the effective supervision of the arrangements and activities on the school Premises during the Hire Period and for the prevention of disorderly behaviour.
- The school retains the right to access the school Premises at all times during the Hire Period and the Hirer must comply with any reasonable instructions given by Senior School staff.
- The Hire Period and such occupation shall not be deemed to constitute or create any lease or tenancy.
- The Site Services Officer or a member of the Senior Leadership team is the key holder during the hire period
- Only named key holders may operate the security system.

4. Restrictions on Use

- The Hirer shall not use the Premises for any illegal purpose nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the school or any owner or occupier of neighbouring property.
- The Hirer shall not make any alterations or addition to the Premises, shall not affix any items to the Premises and no interference is to be made with School property/equipment or other parts of the building, which do not form part of this hire agreement.
- The use of school equipment must be agreed in advance of the letting.
- Alcohol is not to be allowed, brought onto or consumed on the Premises at any time.
- Illegal drugs are not to be brought onto or consumed on the Premises.
- No items of a flammable, dangerous or noxious character may be brought onto the Premises, including fireworks, confetti or gas.
- Smoking is not allowed on the Premises at any time.
- No betting, gaming or gambling is allowed on the Premises
- Dogs, other than guide dogs for the blind or other assistance dogs, shall not be allowed on the Premises.

5. Hire Fee and Deposit

- Please see charges table for hire cost fees
- The School reserves the right to require a deposit over and above the Hire Fee as security against damage to the Premises (including any Equipment) or the Premises being left in an unacceptable condition requiring additional cleaning, caretaking or other expenses

6. Condition and Damage

- The Hirer will keep the facilities in a clean and tidy condition when in occupation.
- The Premises must be left in the same condition as before the Hire Period.
- No food, rubbish or other belongings of the Hirer should be left on the Premises. Waste refuse sacks should be used and can be disposed of in the school's refuse area.
- If additional cleaning is necessary, the Hirer will be charged accordingly.
- Any damage, destruction or theft that occurs during the Hire Period in or to the Premises, to the building, equipment or School property will be the responsibility of the Hirer and the Hirer shall pay to the School the cost of making good any such damage.
- Any damages or breakages must be reported.

7. Insurance

- The Hirer must hold public liability insurance in respect of their occupation of the Premises for a minimum of £2 million and will provide a copy to the school.
- The Hirer must hold Employers Liability insurance for a minimum of £2 million indemnity in accordance with compulsory legal requirements. A copy must be provided to the school.
- The school may, at its discretion, waive the requirement to hold public liability insurance/employers liability insurance where the Hirer is an individual or small informal group of individuals (not using the Premises for commercial or business purposes) who do not hold these insurances and who may find it difficult to obtain. In these circumstances, the School will arrange for the Hirer to be covered under the Schools own insurance and any extra associated costs will be reflected in the Hire Fee.

8. Indemnity

- The Hirer shall keep the school indemnified against all expenses, costs, claims, damage and loss (including any diminution in the value or loss of amenity of the Premises) arising out of the use of the Premises by the Hirer or from any breach of any of the Condition of Hire by the Hirer, or any act or omission of the Hirer, or any other person on the Premises with the actual or implied authority of the Hirer.

9. Loss

- The school does not accept liability for any loss, theft or damage to property brought onto the Premises by or on behalf of the Hirer or damages to vehicles parked in any car park provided or injury to any person however caused.
- The school shall not be liable for any loss or damage suffered by the Hirer as a direct or indirect result of the performance of this hire agreement being prevented, hindered or delayed by reason of any act of god, riot, strike or lockout, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, difficulty in obtaining workmen's materials or transport, electrical, power failures or other circumstances whatsoever outside its control and which affect the provision by the School of access to or use of the Premises.

10. Assignment

- This hire agreement is personal to the Hirer and the Hirer shall not assign or underlet or part with or share possession or occupation of the Premises.

11. Health and Safety

- The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation.
- The Hirer should, as far as possible, have an accurate list of those present.
- Any portable electrical equipment to be used must have a current PAT test certificate, if electrical.
- The Hirer must ensure they are aware of the fire exits and the fire and emergency evacuation procedures.

- The Hirer is required to take any precautions necessary to ensure the safety of those attending during the Hire Period, including ensuring the means of escape from fire are not blocked or impeded.
- The Hirer will immediately inform the School of any emergency, accident or serious incident that occurs during the Hire Period by telephoning the School Emergency Contact.
- The Hirer will be responsible for reporting any accident to the Health and Safety Executive.
- The hirer will be responsible to provide First Aid provision and must provide the school with the named First Aider for the event.

12. Safeguarding

- Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments and DBS certificates required by the Hirer must be supplied to the Group upon request.
- At an event where the number of children is likely to exceed 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control the movement of the children and to take all reasonable precautions for the safety of the children in line with Government guidance
- It is the responsibility of the Hirer to ensure that safeguarding measures are in place while hiring out the space. They should ensure that appropriate arrangements are in place to keep children safe.
- 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. We will ask for confirmation that the hirers have had the appropriate level of DBS check for their employees (including volunteers) and that Safer Recruitment practices have been followed (if applicable).
- Hirers must understand 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).
- 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.**

13. Car Parking

- Subject to availability, these may be used by the Hirer and other adults involved in the letting. Please speak to the school's Business Manager.

14. Cancellation

- This agreement may be terminated by either party at least 1 months' notice in writing, which shall include an explanation for the reasons subject to the right of either party in respect of damages or costs incurred as a result of such early termination.
- No payment other than a refund of the paid hire fee will be made by the Group.
- The school may terminate this agreement immediately in the event that the Hirer is found to be in a fundamental breach of the terms of this agreement, which in the reasonable opinion of the Group is not capable of being remedied and no Hire Fee (or part thereof) shall be refundable.
- The Hirer may cancel individual matches at any time by contacting the school.

- If a booking is cancelled with more than one weeks' notice, the full Hire Fee will be repaid. If less than one weeks' notice is given, only 50% of the Hire Fee will be repaid.
- The Hirer will pay the full cost of the hire for bookings cancelled less than 24 hours before commencement of the Period of Hire.

15. Advertising

- The school must approve of all advertising and posters concerning the use of the premises.

16. Emergency Evacuation Procedure

It is recommended that the Hirer familiarise themselves with the following, sharing with all under their control as Hirer:

- Anyone discovering a fire should immediately sound the nearest fire alarm. In the case of a child they should then inform the nearest adult
- The alarm signal is a continuous siren for fire
- The function of the alarm is to warn every person in the building that a state of emergency has arisen and that the drill procedure should be put into operation at once
- Whenever the fire alarm sounds in school, please do not assume that this is a drill and does not affect you, please exit the school in a safe, orderly and efficient manner and congregate at the assembly point
- The evacuation should be carried out quietly in order that any instructions given can be heard
- To avoid fire spreading, if possible, windows as well as doors should be closed. However the closing of windows and doors should not unduly delay the evacuation of the building or present a health or safety risk. Adults must assess the situation and use their discretion.
- The Hirer, organiser or another designated person must take the responsibility of Fire Warden. Once at the place of assembly a roll call or count must be taken and it is the responsibility of the Warden to have an up to date list of all attendees.
- Should anybody be missing the Fire Brigade/Caretaker on duty must be informed immediately. If danger to life is present the Fire Brigade will search for missing persons.
- Nobody will be allowed to re-enter a building. In the case of a fire drill permission to re-enter the building is given by the Site Services Officer.

17. Licences

- There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and LA against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:
- Theatre licence
- Copyright/Royalty licence
- Cinematography licence

18. Charges

- Invoices will be issues on a three monthly basis.

- The rental charge will be reviewed by the Governing Body on an annual basis and the Hirer will be notified via email.