



## LETTINGS POLICY

### References:

- A. SCC Finance Manual for Maintained Schools, Section M: Community & Extended Use of Schools
- B. Diocese of Arundel and Brighton Handbook for Schools, section 3.9: Lettings
- C. Diocese of Arundel and Brighton template: Licence for Breakfast and/or After School Club

### AIMS

The aim of this policy is to establish a clear, transparent, and compliant set of processes and authorisations by means of which the School's facilities will be made available for the benefit of the School and the wider community. It is based on the template policies at Reference A, but simultaneously draws on the guidance at Reference B.

### DEFINITIONS

“**School**” is used to represent the entirety of the site, property, pupils and staff (including Governors) of St Joseph's Catholic Primary School, but also the authority and responsibility of the Governing Body for management of the School's site and premises and, thereafter, delegated to: the Headteacher and Deputy Headteacher, Premises Manager and Caretakers.

“**Letting**” refers to any use of any of the School's premises by an individual, group, or organization that is external to the School, including the local church and the Parents and Friends of the School Association (PFSA).

“**Community groups**” are not-for-profit, operating locally, such as Rydes Hill Guides and Brownies.

“**Commercial (education)**” are operating commercially (profit-making) but in the education sector and for the benefit of pupils at the School.

“**Commercial**” is all other individuals, groups, or organizations.

“**Hirer**” is the person or organization undertaking a letting.

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## **POLICY STATEMENT**

The Local Governing Committee regards the School buildings and grounds as assets to be used for the benefit of the community that lives and works around the School, and will make every effort to enable them to be available for lettings. Charging for lettings enables the School to raise funds to enhance our provision of education. However, the overriding aim of the Local Governing Committee is to support the School in providing the best possible education for its pupils and any lettings of the premises to external organizations will be considered with this in mind. The following principles will apply:

1. The needs of the School will take priority over lettings.
2. The School has the right to refuse any request, or to terminate any agreement, for use of the School's facilities.
3. The Local Governing Committee delegates the day-to-day responsibility, and authority, for implementing this policy to the Headteacher and School staff, specifically the Premises Manager. Any enquiry, or other communication, about lettings, should be addressed to them in the first instance.

## **TYPES OF LETTINGS**

1. There is no intention on the part of the School to create any leases, by which rights for exclusive occupation would be granted.
2. In some circumstances the School will grant a licence to allow use of (agreed parts of) the School site and the School premises on a regular basis. The diocesan template at Ref C will be used on these occasions.
3. The majority of lettings will be casual lettings, for short-term and/or irregular use of (agreed parts of) the School site and the School premises. The Hire Agreement at Annex D will be used for these lettings.

## **CHARGING FOR LETTINGS**

The Local Governing Committee provides the Headteacher with the following guidance about the charges they wish to set for lettings, but with discretion to amend them subject to circumstances:

- a) Ref B: *It is illegal for Schools to let their premises to third parties at a net financial cost. The School's Letting Policy should ensure that the cost of letting space is more than covered by the income charged.*
- b) Lettings to the Catholic Church, or to the PFSA, will be charged at cost, wherever possible, to cover: caretaking; cleaning; energy; wear and tear; administration.
- c) Lettings to all other Hirers will be charged at cost plus a profit margin.
- d) Charges will be made to cover the cost of providing School staff to attend the site, or to be on call, outside of their normal working hours.
- e) A refundable deposit may be requested for lettings.
- f) Standard rate VAT will be charged where required by HMRC.
- g) Charges for lettings will be reviewed bi-annually and agreed by the Finance Committee during the Spring Term, ahead of implementation from the following September.

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- h) The School premises will not be let to individuals or organizations if there is reason to believe that the School will be brought into disrepute.
- i) Persons or organizations hiring the School premises must sign a Hire Agreement; this marks acceptance of the School's Terms and Conditions of Hire, and Scale of Charges.
- j) The School may stipulate that Hirers adhere to the School's policies for Safeguarding and Child Protection, health and safety, and emergency evacuation, and complete appropriate risk assessments, as well as carrying adequate Public Liability and Employer's Liability insurance (as applicable). The School may ask for evidence of these before a letting can go ahead.
- k) Where Hirers of the School premises are undertaking activities involving children, the responsibility for vetting checks lies with the Hirer. The School requires confirmation that, for all hirings involving children, appropriate levels of disclosure have been obtained from the DBS for the individuals working on the School premises, whether as employees or as volunteers. Where a DBS disclosure includes convictions, or other relevant information, the Hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.
- l) Hirers of the School premises are to have their own complaints procedure which is to be used should anyone attending their activity wish to raise any complaints.

## SCALE OF CHARGES

See Annex A.

## TERMS & CONDITIONS OF HIRE

See Annex B.

## KEYHOLDER AGREEMENT

See Annex C.

## HIRE AGREEMENT

See Annex D.

<b>Last updated</b>	<b>July 2025</b>
<b>Next review</b>	<b>July 2027</b>
<b>Reviewer</b>	<b>Premises Manager</b>



Annex A

## SCALE OF CHARGES 2025 - 2026

**These prices do not include VAT, which may be liable subject to the nature of the letting.**

AREA	Community groups	Commercial (education)	Commercial
Main Hall	£23 per hour £115 per day	£34 per hour £170 per day	£45 per hour £225 per day
½ Main Hall	£17 per hour £60 per day	£23 per hour £85 per day	£28 per hour £115 per day
Studio Hall	£17 per hour £60 per day	£23 per hour £85 per day	£28 per hour £115 per day
Gym Hall	£17 per hour £60 per day	£23 per hour £85 per day	£28 per hour £115 per day
Library	£6 per hour £35 per day	£12 per hour £70 per day	£23 per hour £135 per day
Junior Playground	£6 per hour £30 per day	£12 per hour £60 per day	£23 per hour £115 per day

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Infant Playground	£5 per hour £30 per day	£12 per hour £60 per day	£23 per hour £115 per day
Astroturf	£23 per hour £135 per day	£28 per hour £170 per day	£34 per hour £225 per day
Field	£23 per hour £135 per day	£28 per hour £170 per day	£34 per hour £225 per day
Nursery (may be divided into "Half Nursery")	£12 per hour £70 per day	£23 per hour £135 per day	£45 per hour £270 per day
Classroom	£6 per hour £35 per day	£12 per hour £70 per day	£23 per hour £135 per day

**Facilities included in pricings:** Toilets; Heating and lighting; Wheelchair access; Parking.

**Additional equipment/facilities that may be available but may incur additional cost and/or VAT include:** Film projector; Projection Screen; Sound Equipment; Piano; Staging.

**Late payment:** The School reserves the right to raise a charge of £25 per week, or part thereof, for late payment.

**Caretaker charges:** £30 per hour or part thereof.

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Annex B

## **TERMS AND CONDITIONS OF HIRE**

### **1. Acceptance and Compliance of Conditions**

The letting of the School premises is permitted only on the Terms and Conditions outlined below. Acceptance of the letting and signing of the Hire Agreement is deemed to be acceptance of these Terms and Conditions. The Hirer (the person or organisation to whom the letting is granted) shall be responsible for compliance with these Terms and Conditions.

### **2. Applications for the Hire of Premises**

- i) Application for letting of the School premises should normally be made at least 3 weeks in advance.
- ii) In order to book a letting, a Hirer Agreement must be completed and signed in advance. The letting is not confirmed until a booking confirmation has been issued.
- iii) The School reserves the right of access to the School premises during the letting.

### **3. Assignment**

The Hirer may not assign or sub-let the hire of the St Joseph's Catholic Primary School facilities.

### **4. Payments**

- i) The Hirer shall pay all fees and charges, including any deposit, at the rates and times published. All lettings charges are to be paid within 14 days of the invoice being issued.
- ii) A deposit may be requested for certain bookings. This shall be held against costs unavoidably incurred as a result of insufficient notice of cancellation of booking, any damage caused by the Hirer, or additional cleaning required as a result of the School premises not being left in a reasonable, or tidy, condition. The proportion of the deposit to be retained will be decided by the School.
- iii) The School reserves the right to invoice the Hirer for: any additional or excessive cleaning costs incurred as a result of the Hirer failing to leave the facilities in a reasonable condition; for repair of the School premises or equipment damaged by the Hirer; for the Hirer failing to vacate the School premises by the time stipulated in the Hire Agreement.

### **5. School Premises and Facilities Hired**

- i) Use of the School premises is limited to the facilities hired and necessary facilities such as toilets. In no circumstances is access permitted to any other part of the School premises or unauthorized use to be made of any outside play areas. Any changes due to unforeseen or environmental circumstances shall only be decided and authorized by the School.
- ii) The Hirer shall be responsible for ensuring that the School premises are kept clean, tidy, and in good order for the duration of the letting, and vacated not later than the time booked.
- iii) The site accommodates a number of community organizations and other Hirers. All Hirers are to be respectful of other Hirers on the site and shall not interfere or interrupt their business.

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## **6. Furniture, Equipment and Storage**

- i) No preparations are to be applied to the floor or paintwork.
- ii) Use of equipment or footwear, such as stiletto heels, that may cause damage to the floors is forbidden.
- iii) School furniture and equipment shall not be moved except by prior arrangements.
- iv) No use, or interference, may be made of fabric, fittings, or apparatus such as stage fittings, pianos, lighting equipment etc, without prior permission.
- v) School sport/PE equipment may NOT be used without permission and gymnastic equipment can only be used when an adult with recognized qualifications for the proposed activity is personally supervising at all times.
- vi) Where School furniture and equipment is used by the Hirer, it is the responsibility of the Hirer to use and operate it safely and correctly and to ensure the same from others for whom the Hirer is responsible. It is the Hirer's responsibility to inform the School if it notices any furniture or equipment damaged, broken or not fit for purpose prior to using it. The Hirer shall be liable for all matters arising from use and operation of the School's furniture and equipment. The Hirer agrees that, (other than as required by law), the School shall not be responsible or liable for matters arising from the Hirer's use and operation of the furniture and equipment.
- vii) The Hirer shall, at the end of the hire period, ensure all furniture and equipment is returned to the correct place or storage and is stored safely. The Hirer will be liable for any and all loss or cost arising from its failure to adhere to this.
- viii) Storage facilities cannot usually be provided. When Hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.
- ix) There will be no access to the School's telephones except by pre-arrangement, or for an emergency. All calls will be charged for.

## **7. Caretaker**

If required to be in attendance, or on call, the School's caretaker will give reasonable assistance, within the terms of their employment, to Hirers. At all times, the caretaker has the full authority of the School's Local Governing Committee delegated to them.

## **8. Liability and Insurance**

- i) The Hirer shall be responsible for all loss or damage to the School premises, property and facilities arising from or in connection with the letting, including the Hirer's breach of obligations. The Hirer shall, where necessary, pay any costs incurred by the School for any repair or replacement as a result of the same.
- ii) All damage and/or accidents are to be notified to the School immediately. Hirers shall ensure they have appropriate insurance (with Public Liability and Employer's Liability cover for at least £5 million) and shall produce evidence as requested.
- iii) The Hirer hereby indemnifies the School from and against any and all losses, costs, claims and demands arising from or in connection with its hire and use of the School, except to the extent the same arises from the negligence of the School, or to the extent not otherwise permitted by law.

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## **9. Intellectual Property**

In hiring the School premises and facilities, the Hirer undertakes not to use any intellectual property (including copyright) belonging to a third party, without first obtaining the third party's written consent and/or licence. The Hirer hereby indemnifies the School from and against any and all losses, costs, claims and demands arising from or in connection with its infringement of any intellectual property rights (including any breach of copyright).

## **10. Safeguarding and Child Protection**

- i) The Hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period. The Hirer shall ensure that the number of persons using the School premises does not exceed that for which the application was made and approved.
- ii) Hirers are responsible for ensuring that any individuals or groups working with children or vulnerable adults as part of the hire have a current DBS check at the appropriate level, and, if required, hold relevant qualifications and insurance specific to the activity being undertaken.
- iii) Hirers agree to provide the School with a copy of their own Safeguarding and Child Protection Policy and Code of Conduct for staff, and to comply with the School's policies for the same.
- iv) Hirers must adhere to the school's security protocols in order to ensure the site remains secure before, during and after the session.

## **11. Hirer's Property**

- i) The Hirer is responsible for the safekeeping of all items belonging to the Hirer, their guests/delegates, or third parties engaged by them. The School accepts no responsibility for such items.
- ii) Permission should be obtained from the School in advance if the Hirer wants to bring furniture or electrical equipment onto the School premises. Hirers may not bring equipment or articles of an inflammable, explosive, or dangerous nature onto the premises.
- iii) The Hirer shall not permit the sale or supply of any goods, of any description whatsoever, without prior written permission.

## **12. Smoking**

There is to be no smoking or vaping on the School premises, or in School buildings, at any time.

## **13. Grass Sports Pitch / All Weather Pitch / Hard Court Games Area**

- i) No additional markings shall be made to the sports pitches or hard surface by the Hirer.
- ii) The School reserves the right to restrict use of the grass sports pitch to protect it during inclement weather, when damaged or under repair, when water-logged, or to fit in with St Joseph's curriculum or demands.
- iii) Hirers of the All Weather Pitch must keep and consume food and drink outside of the pitch boundary fence. Footwear should be appropriate to the surface in use, i.e. flat soled sports shoes, no studs or blades are to be worn.
- iv) Litter must be removed from the facility at the end of the hire session.
- v) Hirers are responsible for monitoring conditions during their letting and for determining whether it is safe to continue, should conditions change.

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## **14. Qualifications**

The School reserves the right to request that any Hirers provide evidence that they hold suitable and appropriate qualifications such as coaching certificates or accreditations to professional bodies.

## **15. Car Parking**

Car parking is permitted in designated areas at the School premises and is subject to availability. Parking on site is at the owner's risk. The School accepts no responsibility or liability for loss of property, damage to cars or injury incurred from the use of the School car park for the purpose of lettings, except to the extent required by law.

## **16. Alcohol**

No alcohol may be brought on to, or consumed on, the School premises without prior written consent. Permission will only be granted in exceptional circumstances. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the Hirer to ensure that the appropriate licence (eg a Temporary Event Licence) is obtained from the Local Licensing Authority, and a copy provided to the School.

## **17. Animals and Livestock**

No animals, other than Guide Dogs or Assistance Dogs, will be allowed on the School site without prior written permission.

## **18. Accidents, Near Misses, and First Aid**

Any accident, near miss, or potential safety hazard should be reported to the School not later than the next working day. The Hirer will make appropriate arrangements for any necessary first aid cover.

## **19. Fire Emergency and Evacuation Procedure**

- i) Hirers shall familiarize themselves with the School's fire precautions and evacuation procedures. Hirers are to take responsibility for ensuring all persons attending their event are made aware of the evacuation procedure and that all attendees are safely evacuated in the event of an emergency.
- ii) Fire, emergency and all other exits must be kept clear at all times.

## **20. Risk Assessments**

Each Hirer must complete a risk assessment for their activity and provide it to the School.

## **21. Complaint Procedure**

The Hirer must have their own complaint procedure should anyone attending their activity/club have an issue they want to follow through formally.

## **22. Refusal / Cancellation / Termination of Hire by the School**

The School reserves the right to decline, cancel, or terminate, any letting that it deems undesirable or inappropriate.

In normal circumstances, the School will endeavour to give 14 days notice for singular bookings, and 4 weeks' notice for block/ongoing bookings.

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## **23. Cancellations by the Hirer**

- i) For singular bookings, cancellations must be made in writing and with not less than 14 days' notice.
- ii) For block bookings made on a termly basis, the School requires at least 4 weeks' written notice (not including School holidays).
- iii) Any deposit paid may be refunded at the discretion of the Headteacher dependent on notice given.

## **24. Validity and Severance**

If any clause or part clause is deemed to be unfair or invalid, it shall be severed from the remainder of the clause(s) and the remainder of the clause(s) shall remain in full force and effect.

## **25. Governing Law**

This Agreement between the School and the Hirer shall be construed and governed by the laws of England and Wales and the parties hereby agree to the exclusive jurisdiction of the English Courts.

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Annex C

## KEYHOLDER AGREEMENT

Agreement between: **St Joseph's Catholic Primary School**  
155 Aldershot Road  
Guildford  
GU2 8YH

AND

[Name and address of Hirer]

In respect of the hire of School premises as per the Hire Agreement / Licence dated \_\_\_\_\_

A member of [name of Hirer] has been authorised by St Joseph's Catholic Primary School to hold keys to the School premises subject to:

### Key Holder Delegated Responsibilities:

The Key Holder's prime responsibility is the security of the premises.

Prior to the commencement of the let the Key Holder will be made familiar with the School, particularly the operating of the alarm systems, location of a phone for emergency use, location of fire exits, procedures for security checking when locking up, the nature and location of First Aid equipment including AEDs, and the expected standards of cleanliness and tidiness. The Key Holder must also be aware of, and accept, their responsibility for leaving the School secure at the end of each letting.

Access is restricted to agreed letting arrangements and is subject to confirmation of insurance being received.

### Emergency Procedures:

In case of an emergency, Key Holders should contact the following Schools staff:

NAME	CONTACT NUMBER



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Annex D

## Hire Agreement

### Letting Agreement between St Joseph's Catholic Primary School and (The Hirer)

For the use of (insert details of facilities to be used):

1. Equipment required on site:
2. Equipment approved to bring on site:
3. Caretaker requirements:

**Hirers are asked to arrive and leave the School Premises promptly as additional time on the School premises will be billed.**

The Hirer agrees:

1. To pay the sum of: (insert charges). £25 per hour, or part thereof, is chargeable for over-running the agreed booking.)
2. To settle in full within 14 days of invoice date by BACS / Cheque.
3. To provide a bridging letter confirming that all staff/volunteers hold Enhanced DBS certificates.
4. To provide the School with a copy of their Safeguarding and Child Protection Policy and Code of Conduct for staff/volunteers. (Failing having their own policies, to confirm that all staff/volunteers will be made aware of, and will adhere to, the School's Safeguarding and Child Protection Policy and Code of Conduct.)
5. To provide the School with a copy of their Risk Assessment for the activity.
6. To provide details of their Public Liability and Employer's Liability insurance policies.
7. That emergency evacuation procedures will be followed and to ensure the safety of all attendees.
8. That any damage caused or noticed will be notified as soon as practicably possible to the School's Premises Manager and/or caretakers.
9. To return the hired spaces to the School in a clean and tidy state that matches the condition in which they were provided, and to liaise with the School premises staff in doing so.

I have read and understood the Lettings Policy, together with its Annexes: A - Scale of Charges; B - Terms and Conditions; C - Key Holder Agreement; and D - Hire Agreement. I agree to adhere to all the terms and conditions and obligations contained within these documents and to all documents referred to.

Signed on behalf of St Joseph's Catholic Primary School: \_\_\_\_\_

Signed by the Hirer: \_\_\_\_\_

Date: \_\_\_\_\_