



SHEERHATCH PRIMARY SCHOOL

LETTINGS POLICY

Purpose of Lettings Policy:

- Outline bookings and billings procedures.
- Give up to date charges and information regarding costing to premises, administration, cleaning and caretaking.
- Outline those bodies which will be considered for lettings.
- Identify the conditions of lettings.

BOOKINGS AND BILLING PROCEDURES:

All bookings must be done via the school office.

Use of the premises for school functions will take priority over lettings.

Enquiries may be made via the telephone (01234 838827) or email (bookings@sheerhatchprimary.org.uk), followed up by the completion of a signed booking agreement. An invoice will be issued at the end of each term of hire, which will be agreed upon booking.

Payment in full will be expected within 14 days of issue of invoice.

CHARGES FOR LETTING OF SCHOOL FACILITIES:

A summary of charges is outlined in Appendix 3.

GROUPS FOR CONSIDERATION FOR THE LETTING OF SCHOOL PREMISES:

Maximum standing capacity in the hall is 75. (Seated: max 54 on children's collapsable dinner tables.

Groups fall into three categories:

- a) Friends of Sheerhatch Primary School (FOSH).
- b) Community groups.
- c) Private lettings (at the discretion of the Governing Body) to individuals or organisations.

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

The school will not be let for functions where a Public Entertainment Licence is required.

INSURANCE AND PERSONAL INFORMATION

Individuals hiring the hall will be covered by the School's Third Party Hirers Insurance Policy. Organisations will need to have their own Public Liability Insurance in excess of £5 million. The original insurance document should be seen and a copy taken by the school and kept on file.

Personal information provided will be used solely for the purposes of the letting and will not be passed on to any third party except in the event of an emergency or audit of school documents.

CONDITIONS OF LETTINGS

All hirers will be provided with the conditions of hire and expected to sign their agreement to these conditions (see Appendix 1)

The Governing Body will try at all times to consider the needs of people letting the premises, as we value our position within the local community.

A summary of this Policy will be attached to each booking agreement (see Appendix 2).

Any enquiries may be directed to the bookings@sheerhatchprimary.org.uk in the first instance or the head@sheerhatchprimary.org.uk in the second instance. The school office can also be contacted by telephone.

Review

This Policy will be reviewed on an annual basis. The Policy was approved by the Governing Body at its meeting on: **14th January 2026**

Signed by Head Teacher

Signed by Chair of Governors

LETTING OF SCHOOL PREMISES.

CONDITIONS OF HIRE:

- a) The lettings fee for the use of the building/grounds is calculated to cover the cost of heating/lighting, water, wear and tear, minor repairs, key holder's attendance, and administration. Fees will be reviewed annually by the governing body.
- b) A deposit of £20 or 10% of the total hire for the school term (July and August count as the summer term) is payable upon booking by bank transfer. Booking will be confirmed upon receipt of deposit.
- c) If the hirer wishes to cancel the booking, the school will endeavour to find an alternative booking. If none can be found, the school reserves the right to retain the deposit.
- d) Hire is available between the hours of 8am and 10pm.
- e) Hirers should leave the premises in a clean and tidy state with furniture returned to the position in which it was found. (Please see the exit checklist.)
- f) An additional charge may be incurred to cover the cost of caretaking and cleaning should the premises not be left in a satisfactory manner.
- g) Sheerhatch Primary School has a 'NO SMOKING' Policy which covers the buildings and the grounds. This must be adhered to. Any organisation not complying with this regulation may jeopardise their right to use the premises.
- h) The School caretaker or nominated other member of staff, will be responsible for opening and closing the school building. Keys will not be given to the hirer.
- i) Any wilful damage will be charged to the hirer and notification of all damages or breakages must be reported to the school. Damage caused through non-adherence to the conditions of hire will be charged at the cost of repair or replacement.
- j) No responsibility can be taken by the school for injury or loss of life or the loss or damage to personal property whilst in the process of letting school premises. (Please see the statement of insurance.)
- k) Due consideration must be given to our neighbours and the local community when hiring the building. Any use of school facilities which has a detrimental effect to the local community or the reputation of the school may result in the refusal of further bookings being agreed.
- l) **FIRE EVACUATION PROCEDURES.** The hirer should familiarise themselves with fire alarm points and evacuation procedures. In the event of a fire, they should ensure evacuation by the nearest available exit and take their members to the assembly point in the playground. All areas of the school have clear evacuation routes and these are identified on plans in each area. Once at the fire assembly point, all members of the group should be accounted for. The alarm should be raised immediately, emergency services called and the key holder informed.
- m) Adequate insurance cover must be in place for organisations letting the premises and original copies of such insurance must be shown at time of booking. (This is not applicable to individuals hiring the premises.)
- n) The hirer is responsible for ensuring that licensing laws are strictly adhered to.

I have read and agree to the above Conditions of Hire

Signed:..... Date:.....

SHEERHATCH PRIMARY SCHOOL
BOOKING AGREEMENT

Details of Hirer

Name.....

Address.....

Contact telephone.....

Contact email.....

Details of required booking

Date.....

Times (to include setting up and clearing up/ cleaning time)

Is this to be a regular booking? Yes/No Ending date.....

Type of function.....

Number of adults.....Children.....

I confirm the above details are correct and that I have read and signed the conditions of hire and provided a certificate of insurance (additional insurance required by organisations only).

Signed.....Date.....

To be completed by the school

Booking confirmed by..... on behalf of Sheerhatch Primary School.

Deposit required (Booking will be confirmed upon receipt of deposit.)

Date invoice to be issued (completion of term of hire)

Signed..... Date.....

Hirer's Copy / School Copy

Appendix 3.

SHEERHATCH PRIMARY SCHOOL
SUMMARY OF LETTINGS CHARGES

<u>FACILITIES USED</u>	F.O.S.H GROUP	PRIVATE LETTINGS
WILLINGTON/COPEL SITE HALL AND GROUNDS	N/A	£20/HOUR
ADDITIONAL CLEANING REQUIRED	£10/HOUR	£10/HOUR

Amended charges for long term regular lettings can be made at the discretion of the Governors' Resources Committee

Exit Checklist- Hirers' Responsibilities

All tables and chairs returned to their original positions.	
All heaters switched off.	
Floors swept, all rubbish removed from inside and outside of the hall and placed in the appropriate wheelie bin at the front of the playground.	
Toilet in a clean state.	
All the windows are closed.	
All personal belongings removed.	