



# Marchwood Church of England Infant School

## Lettings Policy

*Headteacher: Sally Atkins*

*Date approved: June 2025*

*Signed:* 

*Review due: June 2026*

### **Aims**

This policy aims to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

### **Definition of a letting**

A letting is defined for the purposes of this policy as a "non-exclusive licensed use of the school premises (buildings and grounds) by the Local Authority, community groups or commercial organisations." A letting must not interfere with the primary activity of the school.

### **Charges for a letting**

The school's budget will not be used to subsidise any lettings by the Local Authority, community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises and this will be reimbursed to the school's budget.

Income and expenditure associated with school premises hiring should be regularly monitored to ensure that at least a "break even" situation is being achieved. For long-term hiring, application forms should also be reconsidered on an annual basis.

Rates will be set annually in January for implementation April. Charges will be available on application to the office.

## Available areas

The school will permit the hire of the following areas:

| Area                              | Capacity                                     |
|-----------------------------------|----------------------------------------------|
| School hall                       | X people seated<br>X people standing         |
| Waterside room/community building | 40 people in each room (children and adults) |
| Playing fields                    | Agreed upon application                      |

## Responsibility for letting of school property

- The Headteacher is responsible for the management of lettings, in accordance with the school policy.
- Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the hiring process.
- The Governing Body is responsible for setting hire charges and has delegated this responsibility to the Headteacher.
- The first priority for use of the school buildings after school hours is for school use.
- The second priority for use will be those organisations involving children from the school, or members of the school/ local community.

## Refusal of hire

The Headteacher may refuse an application to hire the premises if;

- The premises are required by the School
- There has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer
- any user whose aims are counter to the values of Marchwood C of E Infant School
- For any other reason the Headteacher deems it necessary or expedient to refuse/withdraw the permit
- No compensation shall be payable by the governors by reason of such a decision.

## Hiring of School Premises

- Prospective hirers are required to complete and submit an application for the hire of facilities.
- The application will be reviewed by the school before a decision is made by the Headteacher to accept or reject the application.
- Once a letting has been approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The letting will not be allowed to proceed until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the current scale of charges.

## Conditions of Hire

- the hirer (or the person / body to whom the hire is granted) shall be responsible for compliance with conditions of hire set out in the school hire agreement
- childcare providers must meet and comply with the requirements of the Special Conditions set out in the hire agreement
- Unless the hirer is a private individual, they must produce the appropriate certificate of insurance cover as set out in the hire agreement before the hiring of the Premises can be confirmed.

All hirers will be provided with documentation that explains their responsibilities during the hire:

- Emergency evacuation procedures
- School hire agreement detailing conditions of hire (including any special conditions including those for childcare provision)
- Plan of the school
- Lettings policy (this document)

### **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. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extracurricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.
- 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.
- The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Headteacher as soon as reasonably practicable.