



STAPLEFORD COMMUNITY PRIMARY SCHOOL

LETTINGS POLICY

THIS POLICY WAS APPROVED:	MAY 2025
THIS POLICY WILL BE REVIEWED:	SUMMER 2025
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	FINANCE ASSISTANT

A review of charges will take place each July for September implementation.

1.0 **GENERAL**

1.1 All applications for the letting of School premises shall be made through the Finance Assistant, Mrs Watson.

1.2 The Site Team will be responsible for locking/unlocking the premises in respect of all lettings.

2.0 **TERMS & CONDITIONS**

The terms and conditions on which the premises are let shall be as follows: -

2.1 **BOOKINGS & FEES**

(a) All Applications for the hiring of Stapleford Community Primary (**School**) premises must be made through the Finance Assistant using the appropriate *Booking Form*.

(b) Bookings can normally only be accepted for up to 6-months in advance.

(c) A Booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. All bookings will be confirmed, in writing, by the Admin / Finance Assistant (*Please do not make any arrangements until you have received written confirmation.*)

(d) The fees charged will be those in force on the day(s) of the hiring; the scale of charges is normally revised with effect from **31st August** each year.

(e) All charges are inclusive of caretaking, cleaning, lighting, heating and water (where applicable).

(f) All charges will be invoiced in advance and are payable within **30 days** of Invoice Date.

(g) The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.

The School incurs administrative costs each time a letting is accepted. An administrative charge of £5.50 is included on each invoice.

2.1a **SAFEGUARDING**

a) Any organisation/club or group whose attendees' children are below the age of 18 are subject to the School's safeguarding procedures.

b) They must provide a copy of current DBS for the staff involved in the activity and a current child protection policy that is acceptable to the School.

c) No booking will be approved without the above documents.

Stapleford Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects organisations or clubs hiring the college to share this commitment.

2.2 CANCELLATIONS

- (a) Notice of cancellation must be given, in writing, to the Finance Assistant at least 14 days before the hiring date. If notice is not received in time, then the Hirer will be liable for any costs incurred. 20% of the full payment will be non-refundable if notice is not received in time.
- (b) The School reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The School shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

2.3 PUBLIC LIABILITY INSURANCE

- (a) All Hirers must have adequate **Public Liability Insurance** cover as a condition of the Letting. Please enclose a copy of your own cover with this application.
- (b) If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required by the Finance Assistant prior to the Letting.

2.4 HIRERS' RESPONSIBILITIES

The Hirer shall:

- (a) vacate the premises by the time stated on the Booking Form.
- (b) obtain a temporary events licence through South Cambridgeshire District Council, if alcohol is to be sold. A copy of the licence must be provided to the Admin / Finance Assistant prior to the event.
- (c) Agree and confirm the responsible Designated Premises Supervisor
- (d) be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the School against any infringement of copyright.
- (e) ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use.
- (f) fireproof all scenery and props etc to be used in any performances, in accordance with instructions issued by the County Fire Officer. Dry ice/Smoke machines are not permitted.
- (g) observe the School's '**NO SMOKING POLICY**'. All those who use the premises are kindly asked to always refrain from smoking or vaping on the premises.
- (h) observe the School's Health & Safety Policy.
- (i) comply with all applicable notices and signs.

- (j) immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**. (*The Fire Alarm is a continuous ringing of the School's bell*).
- (k) **Hirers are also responsible for notifying the Duty Site Team of any defects with equipment or the property that they identify whilst using the facilities. Notification should be given to the Site Manager/Office immediately. Hirers must inform the Site Manager / Office staff immediately of any accidents/incidents.**
- (l) leave the premises and equipment as found.
- (m) If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the premises or grounds will be responsible for any such expense and charged accordingly.
- (n) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement. **Please note** that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
- (o) In respect of Item 2.5(m), the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.
- (p) The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of Stapleford Community Primary School site, and for preserving good order.
- (q) The School cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the School against all claims, demands, actions or proceedings.
- (r) Car parks are situated at the front of the School. If your function involves many cars you are advised to contact the Police so that they may put '*No Parking*' cones on the road adjacent to the College. All vehicles are parked at the owner's risk. The School takes no responsibility for theft or damage to vehicles while parked on the premises.

3.0 **FORM OF AGREEMENT & INDEMNITY**

- 3.1 A Booking Form must be completed for each letting, giving full details of use of premises/equipment.
- 3.2 The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted:-

"I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept

responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify Stapleford Community Primary School against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking, the School does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)”

3.3 The School reserves the right to refuse any booking which is deemed unsuitable.

4.0 **SCALE OF CHARGES – TERM TIME ONLY** **Hiring of School Premises**

A) **Individuals and organisations** are charged at standard hourly rates, which are:

Hall	£46.20
<i>The capacity of the hall is 240 (seated e.g. concert or play) and 200 (standing e.g. dance or disco).</i>	

Community Room	£14.00
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B) **Local Community Room Groups/Regular Weekly Group Meetings** are charged at special, hourly rates:

Hall	£13.15
Community Room	£7.70
Playground	£4.40
School Field	£32.50

C) **Clubs arranged and booked by School for the benefit of pupils of Stapleford Community Primary School** are charged at the lower hourly rate.

Hall	£5.35
Classroom/Community Room	£2.55
School Field	£32.50
Football Pitch	£10.00

D) **Other: On application if not meeting the above criteria**

Weekends will be subject to a minimum 3-hour charge at the discretion of the School.

4.1 **ADDITIONAL CHARGES**

Setting up/Clearing up time:	This must be allowed for when completing the Booking Form otherwise charges for any additional time will be added to the final invoice.
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Insurance:	Charged at 12.5% of Lettings charge or £1.30 (whichever is the greater) + 6% Insurance Premium Tax
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CARETAKING AND CLEANING

Removal of the School PE equipment in advance of the letting	£10.00
Monday to Friday after 6.00pm and before 10.00pm	£20.00
Saturday to 10.00pm	£20.00
Monday to Saturday 10.00pm to midnight	£25.00
Sunday to 10.00PM	£28.00
Sunday and Bank Holidays after 10.00pm	£32.00
Bank holidays until 10.00pm	£27.50

EQUIPMENT HIRE *(Subject to VAT and availability)*

Piano: £7.00

Flip Chart: £5.00

Projector: £40.00

Table and chairs will be free to use for standard bookings, additional hired table and chairs will be charged.

Please note that the use of ladders and tower scaffold is strictly forbidden unless a current recognised certificate is produced at time of booking.

KEYS AND FOB – £25.00 Deposit

Multiple use lettings: Any group given a key / fob will have to pay £25.00 deposit for a key/fob to cover the cost of replacements if not returned within 1 week of the letting ending. This is to be paid ahead of the letting.

For single occasion lettings the key/fob is to be collected the day before and returned the day after an event at the latest.

- D) **USE OF PREMISES DURING SCHOOL HOLIDAY PERIODS**
By negotiation and subject to availability