



ST PETER'S SCHOOL

LETTINGS POLICY

Persons responsible	Head & Chair of Governors
Document date	May 2025
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Introduction

The Governing Body recognises that the premises of St Peter's School 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.

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.

In this policy "the School" means the Governing Body and those staff acting on its behalf.

Our aims

By letting our premises we intend to:

- maximise the use of the school for the benefit of the local community
- ensure that the educational use of the building is prioritised without prohibiting other users
- raise money to support the activities of the school
- pursue the School's values and ethos.

Procedure

When an approach is made about a letting the following procedure should be followed.

Stage 1: To be completed by a responsible member of staff (as delegated by the Business Manager)

1. Take details about the request in writing with contact numbers and further information as available.
2. Consult the Head in the first instance concerning the appropriateness of the letting, in cases of uncertainty
3. Check in the lettings diary to ensure that the building/grounds are not already in use.

4. Seek the advice of the site manager.

Stage 2: To be completed by the Business Manager (or delegated representative)

1. Check and confirm the details of the request.
2. Invite a named person to meet with the Business Manager/ delegated representative to complete the booking form.
3. Complete the booking form and give copies to the Head for approval.

Stage 3: Processing the application

1. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and invoicing to cover the cost of the let as appropriate.
2. The applicant will have to provide evidence of their own Public Liability Cover as a condition of Hire. This should be for a minimum limit of indemnity of £5 million. If this is for a "one off" non-commercial hire the applicant may be able to be covered by the School's hirers public liability policy
3. Any requests for amendment to the booking must take place at least 14 days prior to the let.
4. The let is entered in the lettings diary.
5. All parties affected, eg caretaker, cleaning staff, catering staff, are informed and arrangements discussed.

Stage 4: Principles

1. The School expects all hirers to uphold the School's values and ethos with regards to their relationships with the School, staff, children and the local community. These can be found on the School Website. The School also expects applicants to behave with dignity, courtesy and respect to the staff, children and parents of the school
2. The School has priority use of the property.
3. The School will always seek to at least cover its costs unless it is a direct beneficiary of a fund-raising activity.
4. The School will seek to treat hirers fairly.
5. Hirers will be expected to respect School property and honour all School and legal regulations which may be in force at any time.
6. The person signing the application form is responsible for all aspects of the let and must abide by all aspects of the Terms and Conditions of Hire document.
7. The School will only allow hiring of the premises for purposes considered appropriate and suitable.
8. Decisions concerning the making of such arrangements, their review and their termination will be made by the Head in line with the above principles. Such arrangements may be terminated with or without notice as considered appropriate.

Category of letting

There are two categories of user who, in the event of a clash, should be prioritised in this order.

1. Community user.
2. Commercial/private user.

The category into which a user falls will be decided by the Head/Business Manager who will consult with the chair of the Resources Committee in cases of uncertainty or dispute.

Conditions of hire

The following are conditions of hire.

1. Hirers must have left the premises by the end of the booked period.
2. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
3. The school cannot guarantee that the premises sought by the hirer are available
4. The school is a no-smoking environment.
5. The School accepts no responsibility for the loss of personal property brought into or left in the premises during the let.
6. The hirer accepts full responsibility for any damage to or theft of the School's property during the period for which the premises are hired.
7. The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.
8. Any additional cleaning undertaken by the School will be charged to the hirer at the appropriate rate.
9. The hirer accepts that they should familiarise themselves with relevant health and safety information.

Further conditions are included in the school lettings Terms and Conditions document

Scale of charges

The Resources Committee will annually set the hire charge for each category of letting and will review the categories of lettings.

Current charges include: Single Function Hourly Rates

	Community Use	Commercial
	Out of School Hours	Out of School Hours
Hall	£29.76	£37.48
Dining Room	£29.76	£37.48
Activity Studio	£29.76	£37.48
Classrooms	£24.94	£32.65
MUGA	£35.85	£35.85
Natural turf playing field	£38.85	£43.58

Regular Bookings Hourly Rates

	Community Use	Commercial
	Out of School Hours	Out of School Hours
Hall	£17.90	£25.56
Dining Room	£17.90	£25.56
Activity Studio	£17.90	£25.56
Community Room/classrooms	£14.34	£22.05
MUGA	£23.74	£32.65
Natural turf playing field	£23.74	£32.65
Group Room KS2 Block	£14.34	£22.05

Notes:

1. Prices exclude VAT which must be charged on bookings of 10 sessions or less in accordance with HMRC tax regulations.
2. The school does not open for lettings on Public Holidays or on Bank Holidays
3. Prices above are based on the fixed rate charge per hiring session to cover caretaking and cleaning costs and assume that the hirer is booking one area only.
4. Rate reductions for 2 or more areas may apply (e.g. 2 or more classrooms hired simultaneously)
5. Use of equipment hire in main hall is at additional charge (e.g. use of sound system, use of projector/AV equipment)
6. Hirers will be invoiced for 50% of the cost of the booking in advance, the balancing 50% being invoiced on completion and payable within 30 days.

Complaints procedures

The following comprises the complaints procedure for lets.

1. If the School has a concern about a let, the Business Manager or delegated representative will raise the concern with the hirer.
2. If the matter remains unresolved the hirer will receive written notice of termination of the booking agreement.
3. If the hirer has a concern they should talk to the Business Manager.
4. If this concern is still unresolved, they should follow the school's complaints procedure (complain in writing to the Head)
5. If a third party complains, the Business Manager will at first deal with the complaint and attempt to resolve the situation.
6. If this is not successful, the concern will be taken to the Resources Committee of the governing body.

Health and 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 supervisor on duty aware of it. Hirers should familiarise people using the premises with fire and health and safety arrangements.

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:

- Are hirers satisfied with the service provided? (Evaluations to be issued to hirers.)
- Are lettings consistent with supporting the School's values and ethos? (Information about number and type of lettings to be supplied to the Governing Body)
- Does the budget benefit from lettings? Are they cost effective for the School? (Budget information to be provided by the Business Manager to the Governing Body)
- Are the prices adequate or in need of review? (taking into account the School's net earnings from lettings and the maintenance cost)