

St Mary's Catholic Primary School



Lettings Policy

(Policy on the Hiring of School Premises)

2025 - 2026

Legal Status:

Non-Statutory

Responsible Person:

Governing Body

Mission Statement

"The family of St Mary's strives to grow in God's love and care by learning together and valuing the uniqueness of each person."

Signed by Headteacher:

Policy on the Hiring of School Premises

INTRODUCTION

We aim 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, within current legislation and following government guidelines

AREAS AVAILABLE FOR HIRE

The school will permit the hire of the following areas:

- School hall
- Classrooms
- Playgrounds

Application to use the school premises should be made to the School Business Manager and the Application Form should be filled in at least 21 days before the event. The School Business Manager will resolve any conflicting requests for the use of the premises, with school functions always receiving priority. The School Business Manager is responsible for the management of lettings, in accordance with the school's policy, but the Headteacher retains overall responsibility. If the School Business Manager or Headteacher has any concern about the appropriateness of a particular request for a letting, he or she will consult with the Chair of the Finance Committee, who has the authority to determine the issue on behalf of the governing body. The governing body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
School Hall	100	£60.00 per hour or part
Classrooms	25	£35.00 per hour or part
Playgrounds	150	£100.00 per hour or part
Opening/Closing of Building	NA	£60.00 per session

CHARGES

The governing body is responsible for setting the charges for the hiring of the school premises.

Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school. We may decide to impose an additional cleaning fee on top of the hiring rates.

Payment terms and invoicing

All hirers will be invoiced in advance for the agreed cost of the letting. Invoices must be settled within 14 days of issue and no later than 5 working days before the first hire date. Payment should be made by bank transfer (preferred) or cheque payable to St Mary's Catholic Primary School. The school reserves the right to cancel the booking if payment is not received within the stated timeframe.

A refundable security deposit may be required at the school's discretion. This will be invoiced alongside the hire fee and returned within 10 working days after the final session, subject to a satisfactory post-event inspection and deduction of any costs for damages or additional cleaning where applicable.

Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 10 working days' notice.

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of

business or the loss of any revenue arising out of the cancellation of any hire. The hirer of the premises can cancel any hire with a minimum of 15 working days' notice

Review

The revenue raised from hiring out will be reviewed annually by the Governing Body and will be fed into the school's financial reporting, to ensure best value is being achieved.

APPLYING TO HIRE

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

TERMS AND CONDITIONS

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.

7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 10 days before the start date of the licence.
9. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
10. The hirer shall indemnify and keep indemnified the school from and against:
 - a. any damage to the premises or school equipment;
 - b. any claim by any third party against the school; and
 - c. all losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
11. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
12. Any cancellations by the hirer received with less than the required notice (15 working days) will not be refunded.
13. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
14. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
15. The hirer will clean their own equipment brought into the premises, and leave the premises clean and tidy after use. The hirer shall not display any

advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the school

16. If the hirer breaches any of the terms and conditions the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
17. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
18. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
19. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
20. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
21. The hirer and the individuals participating are responsible for adhering to the latest government guidelines on COVID-19 and social distancing at all times.
22. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
23. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
24. The school will share its health and safety information and fire evacuation plan with the hirer prior to the first session. For higher-risk activities, the hirer must provide a suitable and sufficient risk assessment to the school at least 10 working days before the activity.
25. Where activities involve children or regulated activity, the school reserves the right to request and review the hirer's safeguarding policy and safer recruitment procedures.

MONITORING ARRANGEMENTS

We will review and update this policy annually and whenever the guidance on which it is based changes.

Any updates to this policy will be shared with the full governing board.

Appendix 1: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in this policy. If you have any questions, please contact the School Business Manager.

Name of applicant/organisation	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Signature: _____

Name: _____ Date: _____

Please return this form via email to sbm@stmarysrc.lbhf.sch.uk or to the school office at St Mary's Catholic Primary School, Masbro Road London W14 0LT. We will be in touch to inform you if your application is successful, outlining details of the full cost and documentation that must be shared.

Appendix 2: Template Hire Confirmation Letter

Dear [Hirer's Name],

Thank you for your application to hire facilities at St Mary's Catholic Primary School. I am pleased to confirm that your booking has been approved, subject to the attached terms and conditions.

Details of Letting:

- Hirer: [Organisation/Individual name]
- Area(s) hired: [Hall/Classroom/Playground – specify]
- Dates and times: [Insert details]
- Capacity permitted: [Insert capacity]
- Hire fee: £[amount] per [hour/session]
- Opening/Closing charge (if applicable): £[amount]
- Total cost: £[amount]

Payment:

An invoice will be issued in advance for the total hire cost. Payment must be received [within 14 days of invoice date / prior to the first session]. Payment can be made by [bank transfer / cheque payable to St Mary's Catholic Primary School].

Where applicable, a refundable security deposit of £ [amount] will also be invoiced and returned after the event provided the premises are left in satisfactory condition.

Documents Required:

Please provide the following by [insert date, usually 10 working days before hire]:

- Evidence of valid public liability insurance.
- Any safeguarding or risk assessment documentation requested.

The hire agreement must be signed and returned to us before the hire can proceed.

We look forward to working with you. If you have any questions, please do not hesitate to contact me directly.

Yours sincerely,

School Business Manager
St Mary's Catholic Primary School