



ERNESFORD GRANGE PRIMARY SCHOOL

Lettings Policy

Reviewed September 2025
Review Date: September 2026

LETTINGS POLICY

The policy of the Governors is that whenever it is reasonable and practical, use of the school facilities outside of the school day, be permitted by members of the local community.

The school premises will be available for lettings from Monday to Thursday evenings and during the daytime at weekends when **not** required by the school. The availability of the premises is subject to change. It is the policy of the school to ensure that the cost of credit/ bad debt be kept to a minimum commensurate with the nature of the business by frequent monitoring and in accordance with the Council's Financial Regulations. Payments should be made in advance unless prior written permission is obtained. The delegated budget should not subsidise the costs of letting.

The school's hiring practises should be kept under annual review to ensure that the building is economically used and by hirers of a reputable character in accordance with the City Council's Lettings guide-lines. The school's premises will not be let to any persons under 18 years of age or to any organisations with an unlawful or extremist background i.e. National Front and British National Party.

The Lettings policy and charges should be reviewed annually.

Safeguarding

If children are admitted to the letting, the hirer must provide the school with their safeguarding policy which clearly states what they must do if a concern or allegation is made. It must also cover use of mobile phones and cameras and reference to the Disqualification under the Childcare Act 2006. It is the responsibility of the hirer to ensure that all staff of such lettings hold a current DBS certificate.

Hirers are required to complete the Safeguarding Children in Education Provider Compliance form which will accompany any application.

In the event of a complaint being brought to the school's attention, the headteacher will follow the schools safeguarding policy and procedures.

Hirers offering regular daily lettings which extend the school day for our own pupils, must follow the schools safeguarding policy and procedures. It is the responsibility of the hirer to ensure that their staff are trained or request attendance at school organised training for which a charge will be made.

Procedure

Approval of lettings is delegated to the Headteacher and admin staff.

We commit to ensure that premises are in a clean and reasonable condition prior to the start of any letting. The hirer must ensure that the area is left in the same condition and any furniture that may have been moved is put back in the same position as it was prior to the letting.

For one off lettings credit facilities will not be given. Payments should be made in advance. For regular lettings, invoices should be issued monthly. The Headteacher should be informed where accounts have not been settled.

In the event of non-payment, the hirer should be contacted and where necessary, access will be refused until payment is made in full.

Any outstanding debts (more than 3 months old) arising out of the policy of allowing certain hirers credit facilities shall be reported to the school governors for action.

If there is any concern that this policy is not being followed a letter will be sent to the hirer and the letting will be at risk of immediate cancellation.

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES AND GROUNDS

1. Application for the hire of the premises

Lettings applications should be made termly using the Lettings Application form and submitted to the Head Teacher for approval.

Times stated must include time for any preparation and packing up. Premises should be vacated promptly. The school must not be left open without any supervision. If the letting ends considerably earlier than expected, the hirer should either notify the site service officer or leave someone in charge of the premises until the site services officer arrives.

If the event over-runs, additional charges will be made.

2. Acceptance of Letting Application

If the application is accepted a letter of confirmation will be sent. No public announcement should be made concerning any booking until it has been confirmed in writing.

Hirers will only be admitted to those areas booked and additional charges will be made for any unauthorised usage.

A hirer may not sub-let.

3. Invoicing / Payment

Payment of the appropriate charges should be made before the hiring takes place, except in circumstances agreed by the Head Teacher. An official receipt will be issued for all sums paid.

Invoices will be issued monthly. The Head teacher will be informed where accounts have not been settled. The letting facilities will be withdrawn until payment is received.

Daily charges are per session (2 sessions = 1 day) from 1 September 2026

	Monday to Friday £	Saturday £	Sunday £
Accommodation			
Classroom	25.00	30.00	30.00
Additional classrooms	20.00	25.00	25.00
Sports Hall	50.00	55.00	55.00
Parker Building	30.00	35.00	35.00
Playground or Games Pitch	30.00	35.00	35.00
Car Park Use		15.00	15.00

4. Cancellation of a Letting

The hirer must notify the Headteacher of a cancellation preferably at least 3 working days before the date booked, otherwise the full hire charge will be payable.

School events take priority over any lettings and whilst the school will endeavour to give as much notice as possible, on occasion this may not be feasible. In this event, the school will try to relocate the letting to another area but if this is not possible, or acceptable to the hirer, then the letting will need to be cancelled. The head teacher or school governors reserve the right to cancel any booking. Although an explanation will usually be given, the right is reserved to cancel without giving any reason. If a letting has to be cancelled by the school then no charge will be made.

In bad weather, the use of outdoor sports facilities may be cancelled at short notice, hirers should contact the school for information and advice during office hours.

5. School Property

The hirer is expected to leave the premises/grounds in a reasonable clean and tidy state to include picking up of litter and will be held responsible for any claim or damage, loss or injury to persons, equipment or premises, which occurs within the school premises and grounds as a result of their use of the facilities. Hirers must hold a current public liability insurance certificate to cover this responsibility. Alternatively, hirers can request cover through the school's policy and will be charged an additional 10% for this. **If the school incurs costs to clean the premises, including picking up of litter, these costs must be met by the hirer.**

No property or equipment other than that specified and agreed on the Lettings Application Form should be used. If as a result of the letting any repairs or extra cleaning time is required, additional charges will be made to the hirer.

6. First Aid and Accident Reporting

Hirer's must ensure that they have adequate first aid provision and ensure that any accident which may have been related to the condition of the building occurring during the course of a letting must be reported, in writing, to the Head Teacher at the earliest opportunity.

7. Hirer's Property

Electrical equipment brought onto the site must have been PAT tested and display an electrical safety test label.

The school governors accept no responsibility for any property, equipment or vehicles brought onto the school site. All such items should be removed immediately after each letting.

8. Safety Regulations and Procedures

All hirers should become familiar with the school's safety regulations and procedures (e.g. In the event of a fire) ensure that members of their group know what to do in an emergency. Hirer's must keep a register of attendees and a register of visitors. Hirer's are responsible for the supervision of all attendees and visitors in order to ensure safety and site security. Hirer's must notify the Site Services Officer of any breach of security during the letting.

9. Vehicle Parking

Motor vehicles must be parked in the car park or outside the school grounds. No parking is allowed on the grassed areas. Parking is entirely at the owner's risk.

10. Alcohol, Smoking and Gambling

No intoxicating liquor may be brought onto the school premises.

No smoking is allowed on the premises.

Gambling and the use of gambling machines is prohibited.

11. Licences and Regulations

Where the premises are to be used for concerts or for dramatic, musical, film, sport or any other public entertainment, or if visual aids are to be used, the hirer is responsible for ensuring that:-

- copyrights are not infringed and approvals are obtained where necessary
- the requirement of the Licensing Justices have or will be met
- no play shall be performed, film shown or entertainment allowed which is in any way offensive
- only non inflammable film is used at film shows
- any licence necessary under the Theatres Act 1968 and Cinemas Act 1985 has or will be obtained
- the provision of the Children and Young Persons Act 1933-1969 (as amended) have been or will be observed

12. Markets, Fairs and Car Boot Sales

By City Council By-Law, not market can operate within a six and two thirds mile radius of Coventry City Centre without the approval of the City Council. Organisers are required to give the City Council one month's notice of their intention to hold any sales on the school site, with the exception of ice cream vendors and hot dog stalls.

13. Decoration, Flags or Notices

No decorations, flags or notices will be allowed on the school site without prior approval of the Headteacher. Where approval is given such use must not cause any damage to the building.

The hirer will be responsible for any cost of repairing damage.

14. Right of Admission

Free admission to any part of the premises during any letting is to be given at all times to representatives of the school governors or to persons authorised by the Headteacher, including police officers.

15. Lettings Rate

Charges will be discussed and agreed by the Governing Body each year and school will endeavour to implement any changes from 1st April. The delegated budget should not subsidise the costs of letting and therefore charges must cover all costs as per the Local Authority Fair Funding Scheme of Delegation.



Letting agreement

Date	Time	Letting Type	Let by

Total cost:

I agree to the terms and conditions..... Date.....

Agreed by..... Position..... Date.....