

Littleport Community Primary School and Preschool



Littleport Community
Preschool



Lettings Policy

Ratified: March 2026

Review: March 2027

Signed: 

Chair of Governors

Date: 12th March 2026

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

1.0 GENERAL

- 1.1 All applications for the letting of school premises shall be made through the School Office. Any queries regarding bookings will be passed to the Headteacher.
- 1.2 The Site Manager 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 school premises must be made through the Office Manager using the appropriate *Booking Form (Appendix 1)*, declaring the purpose of the hire and declaring the intended activities taking place
- (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 Office Manager (*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. This will be reflected in the Scale of Charges
- (e) All charges are inclusive of caretaking, cleaning, lighting, heating and water (where applicable)
- (f) All charges will be invoiced 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

2.2 SAFEGUARDING

- a) Any organisation/club or group whose attendees are children below the age of 18 are subject to the School's safeguarding procedures. A copy of the School's Safeguarding Policy will be provided for any organisation/club/group this is applicable for
- b) They must provide a copy of current DBS for the staff involved in the activity and a current safeguarding/child protection policy that is acceptable to the School
- c) No booking will be approved without the above documents

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

2.3 DEPOSIT

- (a) A non-refundable deposit of 20% of the hire charge is required at the time of booking. (Payment via bank transfer – details obtained via the School Office)

2.4 CANCELLATIONS

- (a) Notice of cancellation must be given, in writing, to the Office Manager 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. Deposits are non-refundable
- (b) The Governing Body 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 Governing Body shall not be under any liability to the Hirer for any loss or damage they may sustain arising out of such termination

2.5 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 Head of Operations prior to the Letting

2.6 HIRERS' RESPONSIBILITIES

The Hirer shall:

- (a) vacate the premises by the time stated on the Booking Form
- (b) obtain the necessary licence if alcohol is to be sold
- (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
- (g) observe the School's '**NO SMOKING POLICY**'. All those who use the premises are kindly asked to refrain from smoking on the premises at all times. This includes the use of e-cigarettes and vaping
- (h) observe the School's Health & Safety Policy (a copy of which will be provided when the Booking is confirmed)
- (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 an audible alarm*)
- (k) inform the Site Manager 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 school 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 the Booking application. **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. Care must be taken to protect the hall and gym floor. This includes not dragging equipment and only wearing soft shoes/non-marking soles or bare feet only. Ball games are prohibited in all rooms
- (o) Hirers are also responsible for notifying the Site Manager of any defects with equipment or the property that they identify whilst using the facilities. Notification should be given to the Site Manager immediately whilst also using the Safety Report (Appendix 2)
- (p) In respect of Item 2.6(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
- (q) 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 Littleport Community School's site, and for preserving good order
- (r) 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 Governing Body against all claims, demands, actions or proceedings

- (s) Depending on when the Booking takes place, the Hirer's party may have access to the School's car park. If the car park is not available, the Hirer's party should find suitable alternative parking being respectful of the School's neighbours. For weekend lettings using the School's field, the large gates to the playground are left open to allow access for emergency vehicles only. Under no circumstances should cars be parked on the School's playground. 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. Lettings using the School field may also have access to a toilet block at the Hirer's request.
- (t) In some circumstances, private security guards may be required at the Hirer's expense. The Governing Body will require confirmation that a recognised company has been employed. If this is not provided or the security guards do not attend, the letting will be cancelled and no refund will be given. The Governing Body shall not be under any liability to the Hirer for any loss or damage they may sustain arising out of such termination

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 the Governing Body of Littleport 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 Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)"

- 3.3 The Governing Body reserve the right to refuse any booking which is deemed unsuitable. The Governing Body does not have to provide a reason as to why any Booking has been refused.

4.0 **CATEGORY OF USER**

SCALE 1: Lettings to **Private Organisations** or **Individuals**.

SCALE 2: Statutory Use, Community Users & Charities

- a) **Statutory Use:** e.g. Parliamentary Elections; Meetings of candidates for Parliamentary Elections; County Council, District Council & Parish Council Elections; Parish meetings and Parish Council meetings
- b) **Surgeries** held by **MPs** or **Councillors**
- c) Use by **District Councils** for **Civic Receptions** on one occasion per year
- d) **Fund Raising** activities by recognised **Charities**

- e) Use by **Community Users** (i.e. individuals and organisations who are regular users of the school)

5.0 **SCALE OF CHARGES**

- 5.1 The Scale of Charges will be revised annually at the beginning of each financial year in April.
- 5.2 All lettings of the school premises shall cover the costs of heating, lighting, water, caretaking and cleaning costs.

HIRING OF SCHOOL / SCHOOL PREMISES – 1 September 2026 to 31 August 2027

A) CATEGORY OF USER

SCALE 1: Lettings to **Private Organisations** or **Individuals**.

SCALE 2: Statutory Use, Community Users & Charities

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- d) Fund Raising activities by recognised **Charities**
- e) Use by **Community Users** (i.e. individuals and organisations who are regular users of the school)

B) SCALE OF CHARGES – TERM TIME ONLY

NORMAL HOURS			OUTSIDE NORMAL HOURS*	
Monday-Thursday (until 22.00hrs) Friday (until 21.00hrs)			WEEKDAYS & WEEKENDS**	
ROOM	SCALE 1 £	SCALE 2 £	SCALE 1 £	SCALE 2 £
Main Hall	First hour - £36	First hour - £28	First hour - £36	First hour - £28
Group Room / Classroom / Activity Hall	First hour - £22	First hour - £11	First hour - £22	First hour - £11
School Field	N/A	N/A	To be agreed between School and Hirer	To be agreed between School and Hirer
School Forest	To be agreed between School and Hirer	To be agreed between School and Hirer	To be agreed between School and Hirer	To be agreed between School and Hirer
Any subsequent additional hours to be charged at 50% of the first hour.				

*Weekends will be subject to a minimum 3 hour charge at the discretion of the school

** Bookings outside normal hours *may* be charged extra for caretaking/cleaning

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.
Insurance:	Charged at 12.5% of Lettings charge + 6% Insurance Premium Tax. (minimum £10). Excess £100 for each and every claim.

D) **EQUIPMENT HIRE** (Subject to availability)

Piano: £TBA	Stage Lights/lighting desk: £TBA	PA System: £TBA	Projector: £TBA
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Please note that the use of ladders and tower scaffold is strictly forbidden unless a current recognised certificate is produced at time of booking.

E) **USE OF PREMISES DURING SCHOOL HOLIDAY PERIODS**

By negotiation and subject to availability.

Appendix 1

HIRE OF SCHOOL PREMISES – BOOKING APPLICATION FORM

Name of Hirer:		Tel No:
Organisation:		Date of Proposed Hire:
Rooms required (please circle):	Hall	Group Room
	Activity Hall	School Field
	Other (please state):	
Hours of Hire (including setting up and clearing away)	From:	To:
	From:	To:
If any of the following are required, please indicate:	Tables (how many?) Chairs (how many?)	Water Boiler: Staging:
Nature of function:		
Fireworks or pyrotechnics?	Yes / No *please delete as appropriate	
Approximate number attending: (NB See conditions of hire for limits on numbers):		
Name and Address to whom invoice should be sent:		
Insurance: I have already arranged insurance cover, the policy number of which is as follows: with(name of company) (A copy of the certificate of insurance must be provided to the school office manager).		

☐

Tick if
required

I wish the school to arrange insurance cover and add 12.5% (plus 6% government insurance tax on premium) to the total account. (min £10.00) Excess £100 for each and every claim.

(Not available on all lettings, please ask for details)

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 the Governing Body of Littleport 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 Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.

A non-refundable deposit of 20% of the total hire fee is required with this application.

Signed: **Date:**

Appendix 2

LITTLEPORT COMMUNITY PRIMARY SCHOOL SAFETY REPORT

Please use this form to bring any safety matters to the attention of

- (a) the Senior Member of Staff
- (b) the School's Site Manager

Your name:

Date of the report:

Use this space to tell us what is unsafe and why

Do you consider that the apparatus or situation is so unsafe that it is necessary to take the apparatus out of use, abandon the activity or similar? YES/NO

What remedial action do you suggest the Senior Staff Member or Site Manager should take?

Please pass this form to the Site Manager and ensure that you receive a signed copy of the report.

Signature of Reporter:

Date:

Signature of Site Manager:

Date: