

Sutton Road Primary School & Nursery



Lettings Policy

At Sutton Road Primary School & Nursery, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. All staff are expected to uphold and promote the fundamental principles of British values, and as such, Holgate Primary School is fully committed to safeguarding and promoting the welfare of all our pupils including protection against radicalisation. We therefore aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

Last reviewed on:	Summer 2025
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Next review due by:	Summer 2027
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Approved by:	Full Governing Body
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Signed:



Date: 23.05.2025

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1. Aims and scope

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, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Main hall
- Classrooms
- Playing fields
- IT Suite
- Retrace
- Welfare facilities (toilets, etc to be used in conjunction with the halls/classrooms/playing fields)

2.2 Capacity and charging rates

All capacity numbers below will be subject to the latest government guidance.

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

AREA	CAPACITY	COST (MINIMUM 2 HOURS)
Main hall	Maximum capacity of 100 seated and 320 standing	£20 per hour (weekdays outside of school hours) £30 per hour (weekends 9.30am-4pm)
Key Stage 2 Classrooms	Maximum capacity of 30 seated at classroom desks (per classroom)	£20 per hour (weekdays outside of school hours) £30 per hour (weekends 9.30am-4pm)
IT Suite	Maximum capacity of 20 seated	£20 per hour (weekdays outside of school hours) £30 per hour (weekends 9.30am-4pm)

AREA	CAPACITY	COST (MINIMUM 2 HOURS)
Retrace (including use of kitchen and toilet facilities)	Maximum capacity of 25 seated and 50 standing	This is used for before and after school wraparound provision (independent of the school) for a peppercorn rent, and by external learning providers for community learning. Other external organisations may request to hire for £30 per hour (weekends 9.30am-4pm)
Playing fields, including use of the playground		£20 per hour (weekdays outside of school hours) £30 per hour (weekends 9.30am-4pm)
Multiple use of areas will be considered on an individual basis	TBA	Where multiple spaces are used, we will discuss the overall rate with the hirer

3. Charging rates and principles

3.1 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 - for example wraparound (breakfast and afterschool) provision.

We may decide to impose additional fees on top of the hiring rates. These may include, but not limited to cleaning charges, charges for use of additional toilet facilities or manning/management of carpark facilities.

These charges will be discussed with the hirer prior to booking confirmation.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 5 working days' notice.

We reserve the right to cancel with no notice in the event of a serious health and safety issue.

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 5 working days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the Office Manager and/or Team Leader and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

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.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the Head of School alongside the Site Manager.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation

procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

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.

5. Terms and conditions of hire

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 licence 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.
9. 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.
10. 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.
11. The Hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.
12. 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.
13. 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.
14. Any cancellations by the school made with at least 5 days' notice will be refunded.
15. Any cancellations by the hirer received with less than 5 days' notice will not be refunded.
16. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
17. 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.

18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
19. 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.
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
21. 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.
22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. Electrical equipment brought on to the premises must be safe for use and have been subject to an in-service test and inspection (PAT Tested).
25. 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.
26. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
27. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies and procedures in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Head of School / a Designated Safeguarding Lead as soon as reasonably practicable.

If the school receives an allegation relating to an incident where an individual or organisation was using the school premises for running an activity for children, the school will follow our safeguarding policies and procedures and inform the Local Authority Designated Officer (LADO), as we would with any safeguarding allegation.

7. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable.

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 sections 2 and 5 of this policy. If you have any questions, please contact the Office Manager / Office Team Leader.

Name of applicant/organisation and company number (where applicable)	
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 required (Please state start/finish times)	
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	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

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

Name _____ Date _____

Signature _____

Please return this form via email to office@suttonroad.org or to the school office at Sutton Road Primary School and Nursery, Moor Lane, Mansfield, NG18 5SF. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.

Appendix 2 – Important School Emergency Contact Information for leaders of lettings using the school premises

All bodies, organisations or individuals using / leasing the school premises for private lettings / activities must be aware of their safer working responsibilities and emergency contact numbers.

Emergency contacts for social care

To report a safeguarding concern during the day (including school holiday periods) please contact the MASH on 0300 500 80 90

For out of office hours - between 5.30pm - 8am Monday to Thursdays, 4.30pm Friday to 8.30am Monday, or Bank Holidays please phone our Emergency Duty Team on 0300 456 4546.

If a person is in immediate danger call 999.

Emergencies could include:

- You suspect a child is being abused
- You suspect a vulnerable adult is being abused
- You come across someone who seems to be having a mental health crisis

Contact numbers will be provided to the hirer but not included in version published on the website.

Site Manager contact number *****

Assistant Site Manager contact number *****

Alternative contact numbers will be provided to hirers as appropriate to their bookings.

Site Manager hours of availability:

Monday to Thursday 6.30am-2.30pm

Friday 6.30am-2pm

Assistant Site Manager hours of availability:

Monday to Thursday 10.00am-6.00pm

Friday 10.30am-6pm

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Head of School / a Designated Safeguarding Lead as soon as reasonably practicable.

If the school receives an allegation relating to an incident where an individual or organisation was using the school premises for running an activity for children, the school will follow our safeguarding policies and procedures and inform the Local Authority Designated Officer (LADO), as we would with any safeguarding allegation.

Confirmation of licence template letter

This section will be deleted from the published version of this policy on the website. This is for the benefit of the person who will administer the policy.

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is free on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the [enclosed terms and conditions/terms and conditions already provided to you].

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee 5 days before the hire period.

We'll also require you to submit to us:

Proof of your public liability insurance

Inservice Test and Inspection certificate for any electrical equipment

2 forms of identification, showing your address

If the hirer will come into contact with pupils, an appropriate level of DBS and copies of safeguarding and child protection policies and procedures.

We've attached the following documents:

Details of emergency evacuation procedures in the event of a fire/similar emergency

Health and Safety Policy

Safeguarding Leaflet and list of Designated Safeguarding Leads within school.

Please make sure you're familiar with these before the date of hire.

You can contact [named contact and details] with any questions about hiring the premises.

You may wish to have an additional 'out of hours' contact/contact details for when the hire is happening if the person is hiring the premises outside of school hours, unless you plan to have a member of staff on site to provide support with any issues. – added below.

Kind regards,

[staff member]