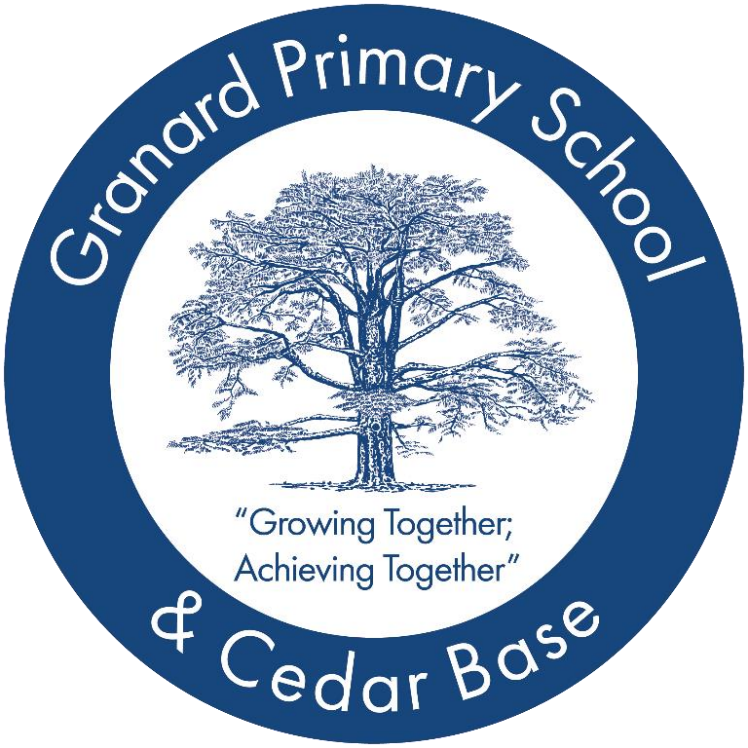
Granard Primary School



Lettings Policy

March 2026

Review Due: March 2029

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Introduction

The Governing Board regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Board is to support the school in providing the best possible education for its children, and any lettings of the premises to outside individuals/organisations will be considered with this in mind.

Aim

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 children.

Areas available for Letting and Capacity

The school will permit the hire of the following areas:

Halls	150 maximum – depending on function
Classrooms	35 maximum
Swimming Pool	25 maximum – no food is allowed anywhere in the swimming pool area. In case of an emergency the nearest telephone is located at the entrance door of the pool area. A First Aid Box is located in the foyer area next to the shoe rack.
Playgrounds	Maximum number dependent on function

Before the start of any letting, the Hirers must familiarise themselves with the location of the Emergency Exits.

Charges for a Letting

The specific charge levied will be reviewed annually. Please see Appendix 1 for current rates for hiring out different areas of the school. We may decide that certain organisations or activities can use the premises for a reduced rate if it supports the core aims of the school.

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances).

Public Liability and Accidental Damage Insurance

Lettings to the Local Authority, registered out of school or educational providers are covered under the Schools Public Liability Insurance. Other organisations must separately arrange Public Liability and Accidental Damage Insurance with minimum cover of £5 million. Evidence of this insurance must be provided before commencement of the letting. Individual hirers may require additional insurance for their event. Guidance can be sought from the Site Manager or School Business Manager.

Cancellations

We reserve the right to cancel any agreed hiring. We will try to ensure that, unless there is an emergency or exceptional circumstance, we will give at least 10 days' notice of any cancellation. A full refund will be issued if we cancel. 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 may cancel any hire with a minimum of 10 days' notice. If less notice than this is given, the licensee shall not be entitled to a full refund.

Management of Lettings

The Site Manager/School Business Manager is responsible for the management of lettings, in accordance with the Governing Board's policy. Liaison between the Headteacher and School Business Manager will determine whether a letting is possible. The lettings process will be overseen by the School Business Manager.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Resources Committee, who is empowered to determine the issue on behalf of the Governing Board.

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, or reputational damage may occur.

Priority of Use

The Headteacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

The Administrative Process

Those wishing to hire the premises should contact the either School Business Manager / Site Manager to discuss the request well in advance of the intended lettings date. They will be sent Lettings Policy and Hire Request Form (Appendix 2) and the Terms and Conditions of School Hire (Appendix 3) should be completed and returned.

The Hire Request Form should then be sent back to the school with proof of the required Insurance cover.

If the request is approved, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a completed and Terms Hire Agreement (Appendix 5). We will also send details of any relevant health and safety documents. The letting shall not take place until the Hire Agreement has been returned to the school, duly signed by or on behalf of the Hirer.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Board's current scale of charges, at least one week before the letting. For long term bookings this will be completed on a half termly basis.

Terms and Conditions

All Terms and Conditions in the Lettings Policy must be adhered to (Appendix 3).

Lettings will not be made to persons under the age of 18, or to any individual, organisation or group with an unlawful or extremist background. The hire agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the Hirer.

Health and Safety
The Hirer must familiarise themselves with the requirements of the school's Health and Safety Policy and shall comply with all safety directives of the school.

Evacuation Procedures
Upon arrival the Hirer will be shown the general Muster Point and the nearest emergency exits. In the event of an evacuation, a long single bell will sound and the Hirer and the group must make their way to the nearest exits and to the Muster Point.

Please note: It is the Hirer's responsibility to keep a register of all persons present and ensure this is checked off at the Muster Point.

A member of site staff will then check the building and notify the relevant emergency services if required.

People must not re-enter the building until instructed to do so by site staff.

Safeguarding
We are dedicated to ensuring the safeguarding of its children at all times.

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 children, for example if the hire occurs during school hours, or when children may be present in the school (during after school clubs or extra-curricular activities) we will ask for confirmation that the Hirers and all personnel involved are DBS checked, in accordance with DfE guidance.

Organisations or Individuals using School Premises
The guidance on Keeping children safe in out-of-school settings – April 2022 details the safeguarding arrangements that schools and colleges should expect these providers to have in place. We, therefore, need to ensure that when our premises are used by organisations or individuals outside of the school day that all reasonable steps are taken, as required by law, to ensure the safety of the children and to protect them from harm. We will ensure that providers, their staff, and volunteers have a duty of care toward the children who attend.

We will follow our safeguarding policies and procedures, as with any safeguarding allegation, including informing the LADO, if we receive an allegation relating to an incident that has happened when an individual or organisation has used our school premises for the purposes of running activities for children. This will cover any community group, sports associations, or service provider that runs extra-curricular activities on our school site.

Data Protection
Whilst on site, Hirers must adhere to our Data Protection Policy. This policy can be found on our website at: https://www.granardprimary.co.uk/policies/.

Promotional Literature/Newsletters
A draft copy of any information to be published in any way or distributed to participants, whether by or through the school or otherwise, must be approved by the Headteacher/School Business Manager at least one week prior to any such publication or distribution.

Reviewed: March 2026 – Letting Prices will be reviewed Annually

Review Due: March 2029

Approved by: Governor: ……..

Name: ……..…….. Date: ……

Headteacher: ……

Name: …….. Date: ……

APPENDIX 1

Charges for a Letting

AD HOC LETTINGS CHARGE			
	£	**£**	**£**
ADDITIONAL LOCKING UP CHARGE	30.00		
USE OF SITE MANAGER PER HOUR	30.00		
USE OF CUSTODIAN COMPANY (per hour)	40.00		
ROOMS USED	1/2 hourly rate	1st Hour	Additional Hours
1 x Hall	35.00	50.00	50.00
2 x Halls	55.00	80.00	80.00
Classroom	22.00	45.00	45.00
Swimming Pool	n/a	105.00	105.00
REGULAR / COMMUNITY LETTINGS			
	£	**£**	**£**
ADDITIONAL LOCKING UP CHARGE	30.00		
USE OF SITE MANAGER PER HOUR	25.00		
USE OF CUSTODIAN COMPANY (per hour)	30.00		
ROOMS USED	1/2 hourly rate	1st Hour	Additional Hours
1 x Hall	30.00	40.00	40.00
2 x Halls	50.00	70.00	70.00
Classroom	22.00	35.00	35.00
Swimming Pool	n/a	85.00	95.00

Additional charges will be applied for use of equipment- discussed and agreed with hirer at application stage.

APPENDIX 2

Hire Request Form

Before completing the Hire Request Form, please familiarise yourself with our Terms and Conditions for the hire of our premises (Appendix 3 to the School's Lettings Policy) and Charges for a Letting (Appendix 1 to the School's Lettings Policy). If you have any questions, please contact the School Business Manager.

Name of Applicant/organisation	
Activity of Organisation (if applicable)	
Address	
Telephone Number	
Email Address	
Details of Premises Requested (Hall, Swimming Pool, Classroom or Playground)	
Specific Nature of Use	
Dates Required	
Day of Week Requested	
Start Time ***(Please allow time for your preparation)***	
Finish Time ***(Please allow time for your clearing up)***	
Maximum Number of Attendees expected	
Age Range of Attendees	
Number of Supervising Adults	

Relevant Qualifications of Supervising Adults	
Please specify if you will require additional equipment from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible)	
Details of any equipment/electrical items you will be providing yourself	
Will you be advertising or displaying any promotional materials to do with this event?	
Will there be food and drink provided at this letting? (if Yes, please provide details?)	
Where applicable has a DBS check been carried out? When? By Whom?	

Dates during the year when the hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out *(see the School's Lettings Policy for further details)*, and proof of the required cover is attached.

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment *(see Terms and Conditions for further details).*

Any other relevant information: …….....

…….

☐ ***I/We confirm I/we have read and agree to the Terms and Conditions set out in the School's Lettings Policy.***

☐ ***I/We confirm I/we have the required insurance cover and proof is attached.***

☐ ***I/We confirm that all electrical equipment I/we will be using has been PAT tested.***

☐ ***(If an individual) I confirm that I am over 18 years of age, and that the information provided on this form is correct.***

Signed: …… ***Date:*** ……

Name: …….

APPENDIX 3

Terms and Conditions
for the Hire of the School Premises

The following Terms and Conditions and the requirements of the School's Lettings Policy 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 for the letting 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 Hirer.
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-license 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 or any member of staff 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 and must take out its own Public Liability and Accidental Damage Insurance with a reputable insurer approved by the school and shall provide evidence of the required cover no less than 10 days before the start date of the licence. It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.
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, or the Hirer in relation to the licence.
10. The Hirer shall indemnify and keep indemnified the school from and against:
    a) any damage to the premises and any loss or theft of, or damage to 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 ten days' notice will not be refunded.
13. Any cancellations made by the school will be refunded.
14. The Hirer will follow emergency evacuation procedures in the event of a fire or other similar emergency.
15. The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Authority against all sums of money which the Local Authority may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire granted by the licence.
16. 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.

17. 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.
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 will ensure that all persons on site adhere to the boundaries of the let premises.
22. The Hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached. The Hirer shall be responsible for the prevention of overcrowding (such as would endanger the safety of the Hirer and the persons using the premises or the public), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct and, where applicable, the Hirer must adhere to the correct adult/children ratios at all times.
23. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted.
24. School equipment can only be used if requested on the Hire Request form, and if its use is approved in writing by the School Business Manager/Site Manager. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. All school equipment and furniture must be replaced where located at the commencement of the licence (unless otherwise directed in writing by the School Business Manager/Site Manager) and in the same condition as it was found at the commencement of the licence.
25. Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the LA Code of Practice for Portable Electrical Appliance Equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the Site Manager. The intention to use any electrical equipment must be notified on the application.
26. Subject to prior written approval, car parking facilities may be used by the Hirer and other adults involved in the letting.
27. Access to the designated school toilet facilities is included as part of the hire arrangements.
28. No food or drink may be prepared or consumed on the property without the permission of the Site Manager/School Business Manager, (and then only in line with current food hygiene regulations) except as agreed in writing by the Site Manager/School Business Manager. All litter must be placed in the bins provided.
29. The whole of the school premises is a non-smoking area, and smoking (including vaping) is not permitted anywhere within the school grounds.
30. The Hirer shall, at the end of the hire period, leave the accommodation in a clean and tidy condition with all equipment being returned to the correct place of storage. At the end of its use of the premises and within the hire period the Hirer must ensure the premises are cleaned to the same state in which they were found at the commencement of the licence. If these conditions are not adhered to an additional cost may be charged and future lettings will be at risk.
31. The Hirer shall ensure that the premises are vacated promptly at the end of the period of hire granted by the licence. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the school by the nearest exit and assemble on the nearest playground. An assembly point will be determined based on lettings area. The Hirer must have immediate access to each participant's emergency contact details and have access to a personal mobile in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that all participants are aware of evacuation procedures.
32. The licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
33. 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 or in relation to the licence.

APPENDIX 4

Confirmation of Licence Template Letter

Dear

Thank you for submitting your Hire Request Form to us.

We are pleased to say the area you have requested to hire is free on the date(s) and time(s) of your request and we would be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your Hire Request Form, subject to the Terms and Conditions already provided to you and the execution of the attached Hire Agreement by both parties.

Based on the length of time and area requested, the full amount for the hire will be [insert amount]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date]. We will also require you to submit to us proof of your Public Liability Insurance and copies of any relevant DBS certificates.

Please include information provided about food and advertising materials if stated.

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

A member of the school team will need go through with you the evacuation procedure upon your arrival.

In the case of an emergency out of school hours, please contact _____ on _____

Yours faithfully

APPENDIX 5

Hire Agreement
(Invoice to be attached)

1. The Governing Board of GRANARD PRIMARY SCHOOL, Cortis Road, Putney, SW15 6XA

2. The Hirer: ……..

   Address: ……

   Telephone **:** **……..**

3. Areas of the School to be Used: ……..

4. Specific Nature of Use (include details of food/promotional materials):
   ……

5. Maximum Attendance: ……

6. Details of any School Equipment to be Used: …….....

7. Date(s) of Hire: ……

8. Period(s) of Hire: …….

9. Fee *(specify per hour or per session)*: £ …….

10. The Governing Board agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

11. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.

12. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to have in force suitable insurance cover for any loss, damage or injury. Any such loss, damage or injury must be reported immediately by the Hirer to the Governing Board as detailed in Clause 1 above.

Signatures: …… (The Hirer)

…… (On behalf of the Governing Board)

Date : ……