



# Southborough Primary school

## Lettings Policy

Revised: March 2026  
To be reviewed: March 2027

### Principle Academy Vision

The Pioneer Academy promotes and achieves excellence by ensuring the very best care and guidance for every child within our family of schools. It recognises the importance of outstanding teaching and learning by actively encouraging creativity and innovation, whilst having consistent standards of behaviour and attendance. Treating everyone as equal, whilst celebrating diversity, is a non-negotiable; protecting all through safeguarding, health and safety and welfare is paramount.

### Introduction

The School Board controls the use of the school premises both during and outside school hours.

The School Board regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use.

The School Board welcomes the opportunity to work with partner organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. The School Board acknowledges that extended services, including community services, support and complement the main teaching and learning activity within the school and contribute towards raising standards. However, we would ask that partners note that schools, by their very nature, may be more constrained than many other organisations in responding to lettings requests.

A charge will normally be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement.

### Definition of a Letting

A letting may be defined as *“any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”*.

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, School Board meetings, out of school hours learning / study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

## **Charges for a Letting**

The School Board is responsible for setting charges for the letting of the school premises. A charge may be levied in order to cover the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

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

The specific charge levied for each letting will be reviewed no less than annually by the School Board (or as delegated for Committee determination). This review will preferably take place during the summer term, for implementation from the beginning of the next financial year, with effect from 1st September of that year. Current charges will be provided in advance of any letting being agreed. A Charging Tariff may be established to ensure that access is affordable for particular individuals and groups.

## **Management and Administration of Lettings**

The Head Teacher is responsible for the management of lettings, in accordance with the School Board's policy. The Head Teacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Head Teacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the Chair of the School Board to determine the issue on behalf of the School Board.

## **The Administrative Process**

Organisations seeking to hire the school premises should approach a member of the school admin team who will identify their requirements and clarify the facilities available. A Booking Enquiry Form should be completed at this stage. The School Board has the right to refuse an application, and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing and an agreement has been signed. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved by (or on behalf of) the School Board, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement. The letting cannot take place until the signed agreement has been returned to the school, and risk assessments and all other required documentation has been received and approved. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the School Board's current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees, which are received by the school, will be paid into the school's bank account, in order to offset the costs of services, staffing etc (which are funded from the school's delegated budget). Income and expenditure associated with lettings will be regularly monitored and reported to the School Board.

### **Safeguarding**

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Safeguarding & Child Protection Policy and details of all DBS certificates for those staff working, or likely to work, at the school.

## **Terms and Conditions for the Hire of the School Premises**

### **Definitions**

In these conditions of hire the following expressions shall be used:-

- 'the School' means Southborough primary school. Southborough Lane. Bromley.BR2 8AA.
- 'the School Board' means the School Board of the School or authorised representative
- 'the Premises' means the facilities at the School in part or whole.
- 'the Hirer' means the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.
- 'the Hire Charge' means the charge made by the School Board for the hire of the Premises.
- 'the Period of Hire' means the period during which the Hirer is entitled to use The Premises.

### **Application Form**

- Applications for hire must be made in writing on the prescribed form available from the School.
- The Hirer must be over 21 years of age
- Where an organisation is hiring the premises, the organisation and its members shall be jointly and severally liable.
- The School Board reserve the right to refuse any application without stating reasons.

### **Status of the Hirer**

Lettings will not be made to persons under the age of 21, or to any 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.

If a particular letting involves contact with young people or vulnerable adults then -

- Any organisation submitting a lettings request involving working with children and/or young people or vulnerable adults must submit to the school evidence that appropriate policies and procedures are in place with regard to safeguarding children and child protection and provide evidence to the school of DBS check relating to all staff and others working closely with children. The School Board will ensure that there are arrangements in place to liaise with the school on these matters.
- The School Board may agree to obtain Vetting & Barring / DBS clearances on behalf of a hirer (DBS checks would require a minimum of a one half term advance notice) through Human Resources Services. The cost of this would be payable by the Hirer.
- The School Board will require evidence of appropriate qualifications for hirers using facilities for specific activities
- Where the activity is for example an after school sports club, sports coaches must also follow the Local Authority Guidelines for Working in Schools.

### **Priority of Use**

The Head Teacher or person with designated responsibility will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

## **Attendance**

The Hirer shall stay on the Premises until the Premises are closed by the Caretaker or appointed Official. A contact telephone number will be provided for use in the event of any emergency.

The Premises must be vacated by the agreed time. Failure to do so will incur a charge of double the specified rate per hour and this amount will be deducted from the returnable deposit.

The number of persons using the designated lettings facilities shall not exceed the maximum numbers as advised by the school.

The Hirer shall leave the premises in a clean and orderly state. Failure to do so may result in School Board arranging for the premises to be cleaned and the costs will be deducted from the returnable deposit.

## **Behaviour**

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

## **Public Safety**

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), 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/child ratios at all times. The hirer shall be informed of the maximum number of attendees for each venue at the time of hire application.

In the event of an emergency, all occupants must leave the school by the nearest exit and assemble at the venue area as advised to them by the hirer. The hirer is responsible for familiarising themselves with emergency exits and must ensure that participants are aware of emergency evacuation procedures and assembly points. It is good practice to carry out emergency evacuation drills at suitable intervals. The hirer must, at all times whilst participants may be on site, have immediate access to participants' emergency contact details, and have access at all times to a mobile phone.

## **Own Risk**

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.

## **Damage, Loss or Injury**

The Hirer warrants to the School Board that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million. The Hirer must produce the appropriate schedule of insurance cover before the letting can be confirmed.

Neither the school, nor the Trust, will be responsible for any injury to persons or damage to property arising out of the activities undertaken and supervision thereof during the letting of the premises.

Schools will inform the hirer of any areas within the scope of the letting arrangements where asbestos has been identified, if there is a foreseeable risk of potential damage arising from the specific hire use of the building.

### **Furniture and Fittings**

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. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

### **School Equipment (including furniture)**

This can only be used if requested on the initial application form, and if its use is approved by the Head Teacher (or delegated officer). Responsible adults must supervise the use of any equipment that is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

Use of the school's resources, including telephones and photocopiers, is not included in a letting arrangement unless expressly agreed at the time of the letting. It should not be assumed that the school office may be available during the time of the letting and it is recommended that the hirer has access to a mobile phone to cover the event of an emergency.

When use of school equipment has been approved prior to the letting, all equipment used (including furniture) must be returned to its original place at the end of the letting. Hirers are responsible for setting up and tidying away all equipment and failure to do so will incur an additional charge.

### **Hirer's Equipment**

The hirer should state on the hire agreement any equipment he/she intends to bring into school. They are responsible for ensuring the suitability of the equipment and for ensuring that it is in good order.

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the Local Authority Code of Practice for Portable Electrical Appliance Equipment. Equipment must either have a certificate (Portable Appliance Test) of safety from a qualified electrical engineer or be inspected by, or on behalf of, the school. The intention to use any electrical equipment must also be notified on the application.

Any of the hirer's own equipment should be brought into / removed from school within the time booked unless expressly agreed on the Hire Agreement.

### **Car Parking Facilities**

Subject to availability, the Hirer and other adults/visitors involved/attending the letting may use the school car parking facilities. Neither the school nor the Trust will accept any responsibility in terms of damage, theft or loss of any car left in the car park during the hire period.

## **Toilet Facilities**

Access to the school's toilet facilities is included as part of the hire arrangements.

## **First Aid Facilities**

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, which include the provision of appropriate first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. It is recommended that the hirer has access to a mobile phone at all times throughout the letting to cover any emergency event.

## **Animals**

The Hirer shall not permit any animal to enter or remain on the school site (internal and external areas) unless by prior agreement with the School Board. This does not apply to guide dogs for persons with visual or hearing impairments.

## **Food and Drink**

No food or drink may be prepared or consumed on the property without the direct permission of the School Board, in line with current food hygiene regulations.

## **Intoxicating Liquor/Drugs**

No intoxicants/drugs shall be brought on to or consumed on the premises. Any person thought to be under the influence of alcohol or drugs will be refused admittance.

## **Smoking and Vaping**

The whole of the school premises is a non-smoking and non-vaping area, and smoking and vaping are not permitted within school buildings or on school grounds at any time.

## **Suitable Footwear**

Suitable footwear should be used. No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

## **Noise**

The Hirer shall take all reasonable steps to ensure that no noise or other nuisance is created which would affect others use of the Premises or the owners and occupiers of neighbouring or adjoining properties.

## **Copyright or Performing Rights**

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 covered by this agreement.

## **Sub-letting**

The Hirer shall not sub-let the premises to another person.

## **Hire Charge**

The Hire Charge shall be in accordance with the scale of charges determined by the School Board and is subject to revision from time to time. Further charges may be levied if extra costs are incurred by the hiring of the Premises.

At the discretion of the School Board a returnable deposit of £100.00 shall be paid upon signing the application form. This will be used against the cost of any damage, additional cleaning etc arising from the hire of the premises. The deposit, less any deductions, will normally be returned within 10 days after the Period of Hire. If the deposit is insufficient to cover any additional costs then an account will be rendered which must be paid within seven days.

The Period of Hire is for a minimum period of 1.5 hours. Any necessary preparation of the Premises for whatever purpose is the responsibility of the Hirer and adequate time should be allowed within the Period of Hire, which should also include not less than 15 minutes for clearing away and vacating the Premises.

Any cost of repair or replacement following damage caused to the Premises during the Period of Hire shall be paid by the Hirer within ten days of a written demand to the extent considered reasonable at the absolute discretion of the School Board.

There shall be no variation to these Conditions of Hire without the approval of the School Board or any authorised Officer of The Pioneer Academy in the discharge of their official duties.

The Premises are available for hire as a whole or in part. The school field as part of the Premises is available for hire, however if the Hirer requires changing and or toilet facilities the appropriate part of the Premises will also need to be hired at an additional cost. In the event of inclement weather the Caretaker or School Board' representative will make the judgement, which is non-negotiable, whether the field is fit for use.

Access is strictly restricted to those rooms forming the hired area and any toilet facilities and circulation area as directed. An additional fee will be charged if an unauthorised area is used.

## **Variation of Scales of Charges and Cancellations**

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the School Board on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days' notice is given by either party to the hire arrangement. The hirer may be charged for the letting if insufficient notice (ie less than 28 days) is given to cancel the hire agreement. It is the hirer's responsibility to notify participants (parents where participants are of school age), preferably in writing, of any changes in dates or venues at least one week in advance.

## **Payment for letting**

The person applying to hire the premises will be invoiced for the cost of the letting in accordance with the School Board's current scale of charges. Payment must be received by the school prior to the date of the

letting taking place. The hirer will be subject to an administration fee for late payment, again, in accordance with the School Board's current scale of charges.

## **Security**

The School Board will hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. Setting up and tidying away any rooms for a letting are not included and will incur an additional charge.

If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys must not be passed to any other person without direct permission of the School Board of the school.

## **Right of Access**

The School Board reserves the right of access to the premises during any letting. The Head Teacher (or delegated officer) or members of the School Board or appropriate Delegated Committee, may attend to monitor activities from time to time.

## **Conclusion of the Letting**

The hirer shall, at the end of the hire period, leave the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional charge will be made.

The disposal of any refuse generated by their activities shall be the responsibility of the Hirer.

## **Vacation of Premises**

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until a responsible adult collects them.

Failure to vacate the premises by the time agreed on the Hirers Agreement will incur an additional charge.

## **Promotional Literature/Newsletters**

A draft copy of any information proposed for distribution which contains any reference to the school must be sanctioned by the Head Teacher (or delegated officer) at least one week prior to proposed distribution by the hirer.

## Application for Hire

(Please complete using BLOCK CAPITALS)

Contact Details:	
Name of Hirer	
Date of birth (must be over 21)	
Organisation	
Activity of organisation	
Address for correspondence	
Mobile number	
Email address	
Date of enquiry	

Booking Requirements:	
Purpose of your booking	
Frequency of booking	
Requested start date	
Day(s) of the week	
Access required from:	
Start time of activity	
End time of activity	
Area, tidied, cleaned and departed by: (please allow at least 15 mins for clearing away and vacating)	
Area requested	<input type="checkbox"/> Sports Hall <input type="checkbox"/> Dining Hall <input type="checkbox"/> Meeting Room <input type="checkbox"/> Field <input type="checkbox"/> Playground <input type="checkbox"/> Cookery Room
Do you have a minimum of £10 million indemnity for any one incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of Equipment to be brought onto the premises	
Details of any school equipment required	

Safeguarding:	
Maximum number of participants	
Age range of participants	
Number of supervising adults	
Relevant qualifications of staff/volunteers e.g. coaching	
Details of first aid certificates held by staff/volunteers <small>(type and date of qualification)</small>	
Do all staff/volunteers hold Enhanced DBS certificates? <small>(Original documentation must be provided as part of the booking agreement. Photocopies are not sufficient)</small>	

Please provide copies of all relevant policies / procedures to ensure the safeguarding and child protection

Any other relevant information:	
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*Dates during the year when facilities 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.*

**I have read the Conditions of Hire and hereby apply for the hire of Southborough Primary School as detailed above.**

**I hereby agree that if the School Board approve this application then this Document along with the Conditions of Hire and the Hire Rates shall form the Contract between me and the School Board.**

**I confirm that the information provided on this form is correct.**

Signed:	
Date:	

## Hire Agreement

The School Board of Southborough primary school. Southborough Lane. Bromley.BR2 8AA.

<b>Hirer full name</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Area(s) of the school to be hired</b>	
<b>Specific nature of use</b>	
<b>Maximum agreed attendance</b>	
<b>Details of any school equipment to be used (if applicable)</b>	
<b>Date(s) of hire</b>	
<b>Start time of hire</b>	
<b>End time of hire</b>	
<b>Frequency/period of hire</b>	
<b>Fee per area (£)</b>	
<b>Cleaning fee (£)</b>	
<b>Total fee (£)</b>	

<b>Hirer Emergency Contacts (for use on the day)</b>	
<b>Contact Name:</b>	
<b>Mobile Number:</b>	
<b>School Emergency Contacts (for use on the day)</b>	
<b>Contact Name:</b>	
<b>Mobile Number:</b>	

The School 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.

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

The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

***Signed on behalf of the hirer:***

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Signed on behalf of the school:***

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Scale of Charges

Room	Charge per hour
Hall Hall (before 6pm)	£30.00
Hall Hall (weekdays after 6pm)	£30 per hour and £30 site manager costs.
Hall hire- (Saturday and Sunday)	£30 per hour and £30 site manager costs.
Field Hire	£25 an hour and £30 site manager costs (if building needed)
Forest school hire	£25 an hour and £30 site manager costs (if building needed)
Classroom hire	£20 an hour
Playground (Sports clubs)	£20 an hour and £30 site manager costs if building needed.

The minimum period of hire is 1 hour.

The School Board reserves the right to apply a discretionary discount for any local community groups whose letting is of direct benefit to the school's pupils.

These charges include:

- The costs associated with opening up and closing the premises at the times agreed on the Hire Agreement
- The costs associated with the standard cleaning of rooms used
- Toilet facilities (in the vicinity of the rooms hired only)
- Discounts may be offered on a per letting basis on regular lets who hire multiple rooms.
- These charges exclude the following (for which additional charges may be incurred):
- Any additional costs associated with opening up and closing the premises at times other than those agreed on the Hire Agreement.
- Any additional cleaning that may be required, as a result of the letting.
- Cleaning of toilet facilities, other than those in the vicinity of the rooms hired, if used
- Additional services requested such as setting up of rooms (including furniture), and tidying away.
- Additional costs are charged at £25 per 30 minutes or part thereof.

Hours of use:

Term time	School holiday periods
Monday to Friday: 3:30 to 9:00pm	Monday to Friday: 08:30 to 11:30pm
Saturday & Sunday: 09:00-11:30pm.	Saturday & Sunday: 09:00- 11:30pm