School Lettings Policy

Date approved by St Stephen's CE Primary School	Autumn 2026
Review Date	Autumn 2027
Approved By	Finance and Premises Committee

1. **Introduction**

The Governing Body regards the school buildings and playground 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 Body is to support the school in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

2. **Definition of a letting**

A letting may be defined as: **Any use of the school and the hall for activities other than those listed below.** The following activities fall within the corporate life of the school. These activities are not considered to be lettings. Costs arising from these activities are therefore a legitimate charge against the school's delegated budget:

- Governing body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning
- Parents' meetings
- Meetings of the PTA
- PTA organised events
- Clubs run by the school or by people who work at the school for the pupils of the school

All these are called "School Lettings"

3. **Priority for lettings.**

The following lettings are especially encouraged:

- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to parents attached to the school
- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to parent support groups
- Lettings to self-help groups
- Lettings to people with a disability
- Lettings to low-income groups
- Lettings to children's groups
- Lettings youth groups
- Lettings to clubs for pupils of the school other than those run by the school or by people who work at the school

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

4. Lettings Charges

The Governing Body has agreed to authorise lettings and charges under the following categories:

- Any Lettings for **community activities** other than school Lettings but including those lettings listed in paragraph 3 will be charged on the basis of full cost recovery.
- Any lettings for **commercial lettings** will be charged at cost plus an income margin for the school.

Type of Hire	**Commercial Charge**	**Community Charge**
School Lettings	No Charges	
Church Hall *(outside normal school operating hours)* *Minimum two hour hire:	**£120**	**£90**
Church Hall Each hour thereafter	**£40**	**£30**
Classroom *(weekday before/after school clubs only)*	**£20 per hour**	**£15 per hour**
Playground	**£20 per hour**	**£15 per hour**
Library *(weekday before/after school clubs only)*	**£15 per hour**	**£10 per hour**

Requests for classroom and library hire at weekends can be made in writing to lettings@St-stephens.richmond.sch.uk for Head Teacher consideration

A returnable deposit of **£250** will be required before the event from all hirers who use the hall outside school hours. This is a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating the school incurring additional costs for cleaning, caretaking, or other expenses. If there are no breakages, damages, or extra cleaning the cheque will be returned after the event.

The scale of charges will be reviewed annually by the Governing Body for implementation from the beginning of the next financial year, with effect from 1st April of that year. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Head teacher is empowered to determine to which group any individual or organisation belongs. The Head teacher is also empowered to offer any discounts or agree a subsidy for any lettings, as she deems appropriate. The basis of charging will be determined by the purpose for which a letting is arranged

4. Letting times, available facilities, and equipment
These are set out in the Standard Letting Conditions for use of school premises. Requests for the hire of any equipment or the hire of premises outside of the usual operating times can be requested in writing at the time of enquiry.

5. Conduct of users
This is set out in the Standard Letting Conditions for use of school premises .

6. Security
The Head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure. If the caretaker is required to be present there will be a charge for their attendance. All external doors must be always closed to protect the people on site. The hirer must manage the entrance and ensure that there is not free access from the public. Prior to the booking commencing, the school office or premises manager will provide a tour of the lettings space which include the locking up processes.

7. Safeguarding
When hiring a school premises, the school has due diligence to continue to have regard to Keeping Children Safe In Education 2026 as part of the hire agreement. The school is dedicated to always ensuring the safeguarding of its pupils. 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 where services include children as participants.

This applies regardless of whether the children who attend any of these services or activities are children on the school roll

The hirer will be required to have appropriate safeguarding procedures in place, including an appointed DSL (designated safeguarding lead), safeguarding and child protection policy specific to your activity, and shall provide copies of these policies on request to the school.

If there is a chance that those hiring the premises will encounter school 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, we may also ask for DBS evidence for any hire of events where children will be in attendance.

The schools expectations on safeguarding arrangements can be found in the DfE's guidance on Guidance on After-School Clubs, Community Activities & Tuition. Please read this document carefully before a hire agreement is put in place.

Should any matters arise during a service/activity that require the school's attention, the provider should contact the school office on 0208 892 3462 and ask to speak the school business manager or head teacher, or send an email to info@st-stephens.richmond.sch.uk

8. Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Head Teacher in accordance with the Governing Body's policy. Where appropriate, the Head teacher may delegate all or part of this responsibility, such as security, child protection 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, she will consult with the Chair of the Governors.

A report on lettings will be made to the Governing Body and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused.

9. Considering applications for lettings

Organisations seeking to hire the school premises should complete the Hire Request Google form Details of charges and the Standard Letting Conditions should be given to the potential hirer. A record of all enquiries should be kept on file.

The Headteacher will decide on the application having consideration to:

- The priorities for lettings agreed by the Governor Body and set out in the school's lettings policy
- The availability of the facilities and staff
- The school's equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

10. Issuing a Lettings Agreement

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the Standard Lettings Conditions and the Lettings Agreement Form.

The school must be in receipt of the Lettings Agreement Form and of any payment due before a letting takes place. Regular lets and Commercial lessees also need to provide a copy of their Public Liability Insurance before a letting can be agreed. One off, non-community lets are covered by the school insurance policy.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges.

An official receipt will be issued for all payments received. All lettings' fees received will be paid into the school's bank account. The income and expenditure relating to lettings will be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Head teacher on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and any payment or deposit due is received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

Standard Conditions of Use for Lettings

These conditions relate to any **Letting** of the School premises to you being **The Hirer** by us **The Governors** of that School.

Our obligations:

- To honour your Letting unless the hall is unavailable as a result of damage to it or any service required in connection with the Letting, or is required urgently by the school.
- To ensure that all usual services are connected and working during your letting.

Your obligations:

- To pay the Rental Fee promptly by the payment due date specified within the invoice. Invoices will be raised termly, and should be paid in full.
- If the letting is a regular letting and/or community letting - evidence of Public Liability Insurance must be provided before the agreement is approved.
- Not to use any part of the school apart from the agreed hire location. Access to the school studio adjacent to the church hall is strictly off limits to hire guests, the hirer only can access fresh drinking water from the studio kitchenette.

1. General Principles & Priority:

- Use of the school premises for a letting must be agreed in advance and confirmed in writing by both the Hirer and the authorised representative of the school (Headteacher or Governing Body).
- The overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, ensuring child safety, and supporting community cohesion.
- School activities, PTA events, and parish/church activities take priority at all times. Formal confirmation of bookings will be made termly or as early as possible once school schedules are finalised.
- No landlord and tenant relationship shall be created.
- **Age Requirement:** No letting will be approved to any hirer under 21 years of age. The named Hirer must be present on the premises and in charge for the full duration of the hire period.

2. Fees, Deposits & Cancellations:

- **Rental Fees & Deposits:** Rental charges and deposit requirements are set annually by the Governing Body. A returnable deposit of **£250** is required for hall hires outside school hours as surety against damage, breakages, or additional cleaning/care-taking expenses.
- **Payment:** All rental fees and deposits must be paid strictly in advance by the due date specified on the invoice.
- **Cancellations by the Hirer:**
    - Giving **5 or more clear working days' notice** of cancellation will incur a cancellation fee of **25% (one quarter)** of the total hire fee.
    - Giving **less than 5 clear working days' notice** will result in **100% of the hire fee** being charged.
    - For regular weekly/monthly bookings, cancellation fees will be negotiated based on the school's ability to re-let the facility

- **Cancellations by the School:** The Governors reserve the right to cancel or suspend a booking if the premises become unavailable due to damage, required maintenance, unforeseen emergencies, or urgent school use. In such cases, a full refund of the rental fee will be issued.

3. Insurance & Indemnity

- **Insurance & Liability by Hirer Type** The school's DfE Risk Protection Arrangement (RPA) protects school property and legal liability.
- For **organised groups, clubs, and commercial hirers**, the RPA offers no protection for their activities; proof of independent Public Liability Insurance (minimum £5M) is mandatory.
- For **private individual hires** (such as children's birthday parties), liability and building cover are absorbed under the school's RPA, provided all conditions of the Hire Agreement are strictly met.

- **Public Liability Insurance:**
    - All commercial hirers and regular community lessees must maintain Public Liability Insurance with a reputable insurer for a minimum cover of **£5,000,000 (£5 million)** per claim. Proof of valid insurance must be provided to the school office before the booking is approved.
    - One-off, non-community lets may be covered under the school's hirer liability insurance policy where applicable.
- **Indemnity:** The Governors will not be responsible for any loss, damage, or injury caused to any person or property during the letting, unless solely attributable to the school's negligence. The Hirer indemnifies the Governors against all third-party claims arising from their use of the site.

4. Health, Safety & Emergency Procedures

- **Supervision & Access:**
    - The Hirer is solely responsible for controlling visitor access at the designated entrance. External doors must remain closed and strictly monitored by responsible adults to prevent unauthorised public access.
    - Prior to vacating, a check must be carried out to ensure all windows are secured, visitors have departed, and the premises are locked.
    - Any keys given to the Hirer must be returned to the school office or other proper representative of the Governors or School, personally by the Hirer.
    - The hirer must not sub-let or share the use of the hall or to allow any person excluded by the Governors under Condition 29 to use the hall.

- **Emergencies & Contact:**
    - The Hirer must ensure a working mobile phone is available on site for emergency calls.
    - In the event of a fire, call **999** immediately, evacuate the building via designated exits, and immediately contact the Premises Manager 07895716413.
    - Fire exit doors, gangways, and evacuation routes must remain completely unobstructed at all times.
- **Accidents:** Any accident or injury occurring during the letting must be reported to the premises manager and the school office at the very earliest opportunity. info@st-stephens.richmond.sch.uk

- **Capacity Limits:** Maximum permitted numbers must be strictly observed to comply with fire regulations:
  Main Hall: 130 seated | 200 standing
  Classroom: Maximum 30 seated
  Library: 15 Seated/standing
  Playground: 500 Standing

5. Safeguarding

- Organisations providing services or activities for children must have an appointed Designated Safeguarding Lead (DSL) and an explicit Safeguarding & Child Protection Policy. Copies must be supplied to the school upon request.
- Hirers must comply with Keeping Children Safe in Education and the DfE's Guidance on After-School Clubs & Community Activities.
- Where lettings providing services or activities for children and/or lettings that occur during school hours or overlap with pupil activity, hirers must provide evidence of appropriate **DBS checks** and Safeguarding/Child protection training for all attending staff and volunteers.
- Organisations with 5 or more employees should provide their workplace risk assessment upon request.

6. Site Restrictions, Parking & Local Nuisance

- **Operating Hours:** All music and entertainment must cease strictly by **11:30 PM**, and the hall and site fully vacated by **12:00 AM (midnight)**.
- **Parking Regulations:**
  - CPZ restrictions are in place along the Chertsey Road and Winchester Road Monday - Friday 10:00 - 16:30.
  - Vehicles must be parked in a considerate manner to neighbours and residents.
  - Parking on the Chertsey Road **Red Route** or on the pavement in front of the school is strictly prohibited.
  - Vehicles must not block gates or emergency service access routes.
  - Motor vehicles, bicycles, scooters, skateboards, or roller-skates are prohibited inside the any area of the school and with prior Head Teacher approval in the playground areas.
- **Smoking Policy:** Smoking or vaping is strictly prohibited anywhere within the school premises or grounds. Hirers are responsible for ensuring smokers dispose of cigarette ends safely off-site.
- **Helium Balloons** are not permitted in the hall, if they reach the vaulted ceiling, they trigger the smoke detectors and set off the fire alarms.
- **Local Community Respect:** Users must leave the premises quietly to avoid disturbing local residents.

7. Care of Premises, Equipment & Cleanliness

- **Damage & Loss:** Any damage to the building, fittings, furniture, or equipment must be reported immediately to the premises manager or school office. Repairs will be arranged by the school and charged to the Hirer (deducted from the £250 deposit or invoiced separately).
- **Cleaning:** At the end of each Letting Period, the hirer must ensure that the area hired is left in a clean and tidy condition and that all furniture or other items are safely stored. If the hall is left in an unsatisfactory condition, monies to cover the costs incurred by arranging additional

cleaning will be deducted from any deposit paid and any shortfall shall be payable by the Hirer. If no

deposit has been paid the Hirer shall reimburse all such costs to the school.

- **Food debris:** Pupils with life threatening food allergies attend St. Stephen's, please ensure that no food debris is left on tables, chairs, floors or surfaces after you clear up. Light cleaning materials are available to hirers in the designated cupboard which hirers will be given a key for.
- **Floor Care:** Footwear likely to damage floor surfaces is prohibited. Preparatory materials/waxes for dancing must not be applied. All floor spillages must be cleaned up immediately using a dry cloth or paper towel.
- **Walls & Furniture:**
    - Nothing may be taped, tacked, or adhered to walls, doors, or floors.
    - Do not stand on tables. Chairs must be carried no more than 2–3 at a time and stacked correctly on designated trolleys.
    - Playground, gym equipment, wall bars, stage, sound, or electronic equipment are excluded from standard hire unless specifically agreed in writing in advance.

- **Waste & Refuse:** All litter, food waste, crates, and decorations must be removed from the premises immediately after the letting. If the premises require additional cleaning, costs will be deducted from the deposit.
- **School Property**: Hirers and their guests are prohibited from using any contents of the hall/classroom/library unless this has been agreed prior to the letting. The piano, wall bars, gymnastic equipment, stage and sound equipment and other electronic equipment are available for separate hire but the hirer may be required to enter into a separate agreement, and pay an additional charge. All furniture or equipment included in the hire may only be used as appropriate.
- All hirers and thor guests must observe the provisions of any temporary or permanent notices erected in the hall or any other part of the school premises.
- **Ring Doorbell** - Monitored only during school hours.

8. Licensing & Alcohol Consumption

- **Alcohol:** Alcohol may only be consumed or sold on site with prior written permission from the Governors and in full compliance with Licensing Laws.
- **Temporary Event Notices (TENs):** If alcohol is to be sold or regulated entertainment provided, the Hirer is responsible for securing a TEN from the local borough council and submitting a copy to the school prior to the event.
- **Underage Drinking:** No alcohol may be brought onto site while school pupils are present, and no alcohol may be served to or consumed by persons under the legal age.
- **Music & Copyright Licensing:** Public performances of music, dance, or drama must comply with PRS/PPL licensing requirement regulations where applicable.

Provisos

1. The Governors will not be responsible for any damage or injury caused to any person whilst using the hall unless such damage is solely attributable to their negligence. The Hirer will indemnify the Governors against any such damage and will ensure that they have third party liability insurance sufficient to meet any claim against the Hirer which may arise from the Hirer's use of the hall and evidence of this must be shown at the time of booking. The Hirer and those authorised by the Hirer shall be deemed to be aware of the state and condition of the hall and shall take all care in using it.
2. Lettings which do not specify a final booking date shall continue indefinitely until ended by one month's notice in writing given by either party to the other.
3. The address given in the Booking Form shall be deemed to be the address to which all notices and demands in respect of these Conditions may be sent.

4. If any sums are due to the Governors under these Conditions and are not paid within 7 days of demand the Deposit if any may be used to pay such sums and the Hirer shall forthwith make up the Deposit to the full amount.
5. The Deposit will be refunded (less any sums due to the Governors) within 1 month of the last Letting Period.
6. If the Hirer breaches any of these terms the Governors may with or without any warning by written notice terminate with immediate effect any or all Lettings to you.
7. If any person who uses the hall during a Letting has caused damage to the hall or has occasioned a breach of these terms in respect of any other Letting to any other Hirer then by written Notice to you the Governors may require that such person is excluded by you from the hall during your Letting.
8. Rental Fees are set at least once every year and may be changed on one month's written notice. You may cancel any future Lettings in writing within one month of any notice of increase without penalty.