South Grove Primary School

Lettings Policy

Last Reviewed	September 2026
Ratified on	28/09/2026
Review	September 2027
Signed by Chair of Governors	

Lettings
The object of letting (hire of) school premises is to establish the school as a resource of and the 'hub' of the community. This in turn will encourage greater community cohesion and facilitate more vibrant, safer and stronger communities.

The school should not be let at a financial loss. Whilst governing bodies can cross subsidise lettings by charging different amounts for different purposes, delegated budgets must not be used to subsidise non-school activities.

The Governing body in conjunction with the Head Teacher will decide on the process for agreeing if and what school facilities will be let to a 3rd party and on what terms. This will depend on the nature of and risks involved in the letting.

Types of Lettings - Single lettings are those where an individual or organisation wishes to hire facilities on a one off basis, these lettings should still be subject to a formal lettings agreement and follow the same principles as a continuous letting. Continuous lettings are those that run for a number of weeks or terms.

Letting Agreement - All lettings (even those where no charge is made) must be subject to a letting agreement. This will detail the terms of the letting and must be signed by both the school and the hirer. A letting should only be confirmed as accepted when a signed letting agreement is in place. Any amendments to an agreement will require a new agreement form to be signed.

Equal Opportunities – School premises must not be let to any individual, group or organisation that does not subscribe and adhere to the school's statement on equal opportunities.

Legal Use - It is the responsibility of the person letting the premises (hirer) to ensure the premises will not be used for any purpose which may be deemed contrary to English law. The school is a community building and the hirer will be held responsible for noise levels and guest behaviour which must not offend other users or local residents.

Named Individual – The hirer must provide the school with a named individual who the school can contact in the case of an emergency, this person must be on the premises for the duration of the letting.

Safety – During the period of the letting the hirer's named individual will be responsible for following the conditions of booking and ensuring the safety of those using the premises. The named individual will have the responsibility for complying with School Health & Safety Policy (copy should be made available on request to hirer) and any other instructions or guidance provided by the Head Teacher.

The school will provide the hirer with the name and phone number of school contacts in the case of an emergency. A member of school staff will be responsible for showing the hirer's named individual how to raise the alarm in an emergency, this will include location of appropriate fire exits, fire extinguishers, evacuation and fire collation points. The school will also have responsibility for organising periodic fire drills. It will be the named individual's responsibility to keep a register of those attending the event/activity, ensure fire exits are not obstructed and that school security is not compromised.

No equipment can be brought on to the site without the prior approval of the Head Teacher, electrical equipment will also require a PAT certificate. Smoking, drugs & gambling are not appropriate activities on school premises.

Access to the school car park should be limited especially if young children are on site.

Risk Assessments – The hirer will be responsible for ensuring compliance with any school provided risk assessments. Where appropriate the hirer will be responsible for undertaking their own risk assessments for specific activities and providing their own first aider.

Insurance – SGPS do not provide hirers with public liability insurance against personal injury, accident, loss or damage to property. The hirer must provide evidence to the Head Teacher that they have adequate insurance cover in place before a letting can be agreed. It is recommended that Public Liability insurance to the value of £1million is in place.

Charges
Charges will be set out in the letting agreement between the school and hirer, the governing body will periodically review these charges, giving the hirer at least one half terms notice of any changes in fees or conditions of hire.

Mini Pitch
Local Professional Foundation Clubs (THFC) - £20 per hour
Local grass root clubs - £25 per hour
Local Community Hire - £35 per hour
Gym £20 per hour
Hall £ 30 per hour
Kitchen £30 per hour
Hall and Kitchen £50 per hour
Training room £25 per hour
Nursery room and playground (ideal for children's parties) £50 per hour

Damage - The hirer will be responsible for the cost of any damage to school premises or equipment, school staff have free access to all parts of the school site during lettings to check hirers are acting in a responsible manner.

Cleaning & Security - Responsibility for cleaning and security will be the responsibility of the hirer. School site staff will be responsible for opening and closing the school unless alternative arrangements have been agreed with the Head Teacher**.**

Cancellation & Complaints - The school (via the Head Teacher or other appointed representative) has the right to cancel any letting, reasonable notice of cancellation will be given by the school unless the hirer is in breach of the letting agreement, upon which cancellation will take immediate effect. Where the hirer has a complaint, the school's standard complaints policy and process will apply, if the school has a complaint about the hirer, in the first instance the Head Teacher will raise this with the named person, if the complaint is not resolved it will be escalated to the governing body to decide on the appropriate action for the school to take.

Declaration of Interest - Any members of school staff or governors having connection with a letting must formally declare this, declarations should be formally minuted at the appropriate meeting.

1. **General responsibility and Admission to Premises**

a) Bookings are inclusive of adequate cloakroom/toilet facilities and cleaning. Charges will normally be calculated on half hourly periods. Any hirer who does not vacate the premises at the agreed time will be charged for the additional letting time and for the caretaker's overtime.

b) Deposit of £50 is required prior to booking. (Refunded only when confirmation that no damage/cleaning or extended time etc. is needed.) The full amount is required for a booking. This must be settled at least 5 working days in advance of the let.

c) Block lettings must be booked in advance stating the total period to be covered. Such lettings will be invoiced on a termly basis/annual basis or long term by agreement. Payments must be made termly.

d) Premises are normally available during term time. Hirers should contact the school for further details. Booking outside term time may only be possible in certain circumstances.

e) Hirers should visit the school to establish the availability of chairs, tables, etc. Hirers should not assume that equipment in the room, e.g. lighting, gantries, TV's, etc. will form part of the let.

f) Good order shall be kept at all times and access inside and outside the facilities shall not be obstructed at any time. Officers of the school may inspect the premises at any time during the let. The hirer will ensure that noise levels are kept within reasonable levels and that no nuisance is caused to neighbours.

g) The premises shall be left by the hirer in a reasonable condition, otherwise extra cleaning costs will be incurred and these will be recharged to the hirer.

h) There shall be no defacement or alteration to any part of the accommodation or to the furniture or fittings. No use of items based in classrooms are to be used. No structure or stand is to be erected without prior written consent of the Head Teacher or his/her delegated representative.

i) Any apparatus, equipment or furniture brought onto the premises must be removed on completion of the letting, unless there has been specific written agreement for alternative arrangements.

j) Clubs which are run by staff and used by Seven Sisters pupils may be subject to a reduced rate of charge to be agreed by the Head Teacher to support the Extended Schools Curriculum.

k) The hirer shall only use the accommodation for the purposes stated in the agreement and shall have a designated person in charge who will take responsibility for ensuring that these conditions are met. This person must be present at all times and shall identify him/herself to the school Facilities Manager on arrival.

l) The number of people attending must not exceed the estimated number on the application form.

m) Vacation of the premises must be prompt or further costs will be added.

2. Licensing and Copyright

a) Uses, which require a London Borough of Haringey entertainment licence, are not generally acceptable.

b) Approval for the sale of alcohol on the premises must be obtained twenty-eight days in advance from the Local Magistrates Court. A copy of the licence must be supplied to the School Business Manager or Facilities Manager at least a week before the let.

c) Fees due in respect of musical works, plays or other work where copyright exists are the responsibility of the hirer. The use or movement of a piano is granted only on special application.

3. Insurance, Loss, Damage and Safety

Insurance cover has been effected against claims for loss or damage which the Authority may sustain through the use of the premises, including cost of damage and the injury or death of any persons. Insurance does not cover use for commercial or political purposes.

a) All hirers must arrange a Public Liability (Hirers) Insurance

b) Facilities staff who supervise lettings will allow access to First Aid materials for use in case of minor injury and the use of a telephone when this is required to deal with more urgent matters.

c) **A MINIMUM OF 72 HOURS NOTICE MUST BE GIVEN IN WRITING TO THE HEADTEACHER BY THE HIRER IN RESPECT OF A PROPOSED CANCELLATION.**

d) The authority shall not be liable for any loss, theft or damage in respect of the property of the hirer or any person coming onto the premises as a result of the letting.

e) In the event of injury or loss, the hirer shall give notice in writing to the School Business Manager or Facilities Manager within 24 hours of knowledge of any such matter.

4) School Kitchen

a) Cooking is not permitted. However, food may be reheated in the ovens if this has been agreed in advance of the letting.

b) Ordinary sinks may be used.

c) No other kitchen equipment may be used or moved. No portable cooking equipment will be allowed on the premises without prior written consent.

The school will arrange for a designated supervisor to be on duty throughout the whole period of the let. This person will be responsible for the use of the kitchen and its equipment. They will supervise all such uses and cleaning must be carried out to their satisfaction.

Please complete and return to the School Office or email jgriffin19.309@lgflmail.org not less than 14 working days before the date of the booking

Full name	
Address	
Telephone Number	
Email address	
Type of Event/Activity	
Date(s) of letting	
Times *(allow time for preparation and clearing)*	**Start time** **Finish time**
Number of people attending	Adults: Children:
Maximum number of participants	
Number of supervising adults	
Relevant qualifications of supervising adults	
Insurance / Public Liability Provided	
Where applicable have DBS checks been carried out?	
Risk assessment provided	

Tick accommodation required

Whole school		Hall		Gym		Falkland Centre	
Class rooms		How many		Kitchen			
Other		Please specify					

Use of School Equipment - please specify your request if any

Details of any Equipment to be brought on site:

The Hirer confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details).
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 confirm that I am over 18 years of age, and that the information provided on this form is correct.

I have read, understand and agree to comply with the school's Letting Policy and Terms & Conditions for Regular and/or One-off lettings.

Signed _____

Date: _____