



# **Greenway Primary and Nursery School**

## **Lettings Policy**

**Date of approval: 26 June 2023**

**Date of next review: Summer term 2024**

1. Greenway Primary & Nursery School ('the school') will always consider reasonable requests for hiring the school's facilities for local community and educational groups, but priority will be given to the following uses:
  - a. After-school clubs during term-time for Greenway children only
  - b. GSA events
  - c. Sporting clubs for young children from the local community at weekends and in the holidays.
2. All lettings to outside clubs etc will be judged against potential clashes with existing users.
3. Applications are to be made in writing to the Head. Once she has given her approval, the Office Manager will then be responsible for the administration, keeping the Site Manager informed.
4. The Head with the Chair of Governors will discuss any possibly contentious lettings. The Head has discretion to refuse to let any part of the school premises.
5. For GSA events/clubs the School makes no charge. The Head is always involved. The School has public liability insurance, and the GSA has all the relevant insurance and guidance on safety, numbers permissible etc. so there is no requirement for individual contracts. However, in all cases it must be clear who is the nominated person with overall responsibility for each event.
6. For all other hirers there will be a scale of charges (please see Appendix 1)  
However, the Head has the authority to waive/amend the hiring charge of those providers whose clubs are integral to the intervention work in school.
7. All paid lettings will require a lettings form to be completed and used as the contract. Each hirer should also be given a copy of this policy document to ensure that all the issues listed below, plus other relevant terms and conditions, are discussed, agreed and recorded in writing (as appropriate) in the lettings form:
  - a. Clear definition of days, times, length of contract, charges (reviewed annually) and when payment due.
  - b. Maximum number of children per instructor outside or in hall or classroom(s)
  - c. Conditions over use of school buildings/grounds, if applicable ie which rooms/toilets to be made available, what happens in wet weather, how buildings/grounds should be left at the end of hire period, cleaning instructions
  - d. Insurance cover must be provided by hirer (copy of hirer's insurance documentation to be provided). Should the hirer not have insurance cover and wish to purchase public liability insurance, a charge of 10% of the total cost of hire will be added.
  - e. All Safeguarding and Health and Safety regulations must be complied with.
  - f. The school will charge hirer for any damage/loss incurred
  - g. Safety/risk assessment issues – hirer to provide own first aid kit and bring own mobile phone, so that school office can remain locked.
  - h. Licensing requirements for the sale of alcohol to be in place, where applicable.
  - i. Use of the kitchen facilities requires prior agreement with the Head of Kitchen and compliance with Food Safety regulations
  - j. Consideration to be given to local residents and St Thomas More Primary school re noise/car speeds and parking – hirers to be responsible for ensuring their attendees adhere to this requirement

- k. Procedures for advertising a club within school and collecting/handing over monies to the hirer to be clearly established (if applicable)
  - l. Breaches of these conditions may result in immediate termination of the contract by the Head, in consultation with the Chair of Governors, on behalf of the Governing Body.
  - m. VAT will be charged on bookings using the dining room, kitchen and playing fields. VAT will also be charged on any hall bookings used for sport or physical recreation activities.
8. The hirer's agreement to this contract is established by signing the completed lettings form. The hirer must provide an original or certified copy of their public liability insurance (see paragraph 7d above) and Safeguarding Policy (see paragraph 7e above).. If the hirer does not have a Policy (if for example, they are hiring on a one off basis), the hirer will be sent copies of the school's Child Protection and Safeguarding Policies and asked to confirm in writing that they will adhere to them. Bookings will not be permitted to take place until that has been done. The Head will sign the contract on behalf of the School.
9. Hirers requiring regular bookings who are new to the school will have a trial period of 2 uses before the contract is officially confirmed. For all hirers, there will also be a refundable deposit of £25 to be paid against possible damage/breakage during the hiring period such deposit to be waived at the Head's discretion.
10. Regular hirers will be given one month's written notice of any increase in charges.
11. Payments: A minimum deposit of 10% of the cost of hire will be required to guarantee bookings at the time of application. The balance of payment to be paid no later than 10 working days prior to the event, or before the first session of each term if a regular booking.

## **APPENDIX 1 - SCALE OF CHARGES**

### **OUTSIDE**

Use of grounds, no access to building.  
£25.00 an hour.

### **INSIDE**

Minimum booking is for one hour (whole hours only).

All charges include a mandatory payment for the Site Manager for opening up and locking the building..

Use of hall (or one classroom) and toilets plus heating and lighting

#### **Mondays to Saturdays**

£45 per hour

#### **Sundays**

£65 per hour

The Head will consider applying a concessionary charge in the first year of hiring or in exceptional circumstances.

The Head on behalf of the Governing Body will consider concessionary rates for charity groups.

These charges will be reviewed annually with the policy review.