The Rosary Catholic Primary School

Aspire, Believe, Achieve: Together in Christ

LETTINGS POLICY

Policy Approved by:	Full Governing Body
Date of Approval:	September 2026
Date of next Review:	September 2027

The Rosary Mission Statement

‘Together, as God’s children,
We realise our dreams,
inspiring and encouraging one another
to reach our true potential,
transforming our world
through our unique gifts.’

Document Owner and Approval

The Executive Head Teacher is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the School's policy review schedule.

A current version of this document is available to all members of staff on the school website

Signature: Date:

1. **Adoption**
   The governing body, at its meeting in September 2026, adopted the lettings policy and the scale of charges set out below.

2. **Introduction**
   The governing body regards the school's buildings and grounds (which are owned by Trustees) as a community asset and will make every reasonable effort to enable them to be used as much as possible.

3. **Policy Objectives**
   The governing body adopts and endorses the following policy objectives:

- School premises represent a significant capital investment and should be fully utilised
- They are a valuable community resource
- A profit margin would be welcome when derived from private or commercial usage, but it is not the objective when facilitating education activity by designated users
- 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

4. **Definition of a letting**
   A letting may be defined as “any use of the school premises (buildings and grounds) by either a community group or a commercial organisation”. Activities that fall within the corporate life of the school, such as Friend of Rosary meetings and events, and extra-curricular activities for pupils organised by the school, are not considered lettings.

5. **Priority for lettings**
   The governing body is mindful of the needs in the local area, and the following lettings are especially encouraged:

   - Educational or recreational activities open to school pupils and their families
   - Lettings to ethnic minority groups, parents, the local community, voluntary organisations, youth groups, low-income groups, etc.
   - Activities organised by local community groups for the benefit of the local community
   - Commercial activities with potential to generate income or support for the school

   The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area, are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the school facilities:

- Commercial activities with little potential to generate income or support for the school
- Events selling alcohol
- Activities promoting gambling

6. **Designated status**

Designated User: The governing body has determined that, for the purpose of charging, the following categories of designated users will be established. These are:

- community lettings
- school lettings for activities for pupils or their parents and carers that provide educational or social benefit to pupils, which the school wishes to subsidise or charge an amount commensurate with cost recovery

Private User: The governing body has determined that, for the purpose of charging, there will be the following categories of private users. These are:

- Commercial lettings.

7. Charges and Payment
Scale of charges

The governing body is responsible for setting charges for the letting of school premises and will ensure that the school budget does not subsidise non-school activities and that all costs are recoverable. In arriving at their scales of charges, the governing body has followed the following principles:

- There will be parity of treatment for similar users
- The overall cost of letting school facilities will be recovered from users
    i. Designated users will be charged an amount commensurate with cost recovery.
    ii. Private users will be charged a cost plus an income margin for the school.

Charges to be levied will include:

- Services - heating and light; these can be calculated from annual energy costs and can be set higher for winter months
- Staffing - additional security, caretaking, opening and locking premises
- Cleaning – additional cleaning may be required, particularly for the hire of kitchen facilities
- Kitchen or catering charges – a hire application which includes the use of the kitchen for food storage, production, assembly, or service should be discussed with any school meal contractor before being approved. Additional cleaning costs may be incurred
- Administration – administrative costs incurred by the school in managing lettings
- Equipment hire – if applicable
- Cost of use of school equipment – to include wear and tear (if applicable)
- Profit element (if appropriate)

For the purpose of charging, the Executive Head Teacher/School Business Manager is empowered to determine to which group any particular individual or organisation belongs. The scale of charges is attached in **Appendix 1** to this policy and will be reviewed annually by the governing body for implementation from the beginning of the next financial year.

Discounts

The Executive Head Teacher may offer discounts or agree a subsidy for any lettings, as they deem appropriate.

VAT

The school is required by law to apply value-added tax to all transactions where applicable. The letting of rooms for non-sporting activities is exempt from VAT; however, letting rooms for sporting activities is subject to VAT. Where an extra and separate charge is made for the hire of equipment, VAT is due on that charge at the standard rate. The school will record the VAT element of any income.

Minimum charges

The minimum hire period will be 1hour.

Deposits

The school reserves the right to require a deposit in addition to the hiring charge as a guarantee against damage to the premises (including any equipment) or the premises being left in an unacceptable condition, which may incur additional costs for cleaning, caretaking, or other expenses.

Payment methods

Payment for individual bookings will be required **in full at the time of booking. The accepted method of payment will be bank transfer.** Payment for recurring bookings will be payable **on a termly basis in advance**. A receipt will be issued for all payments received.

8. Cancellations

The school will seek to recover any cost incurred by the school which is unavoidable and results directly from the cancellation of a letting (as defined in Appendix 3)

9. Letting times, available facilities and equipment

Designated areas within the school (as defined in Appendix 1) will be available for hire on the following days and times:

Monday – Friday 3:30 p.m. – 6.00 p.m.

School Holidays* 9:00 a.m. – 6.00 p.m.

* School will only be available during school holidays to the approved Playgroups, Kids Clubs or After School Care Club.

Variations to these facilities and times will be subject to the approval of the Executive Head Teacher.

10. Management and administration of lettings

The governing body has delegated day-to-day responsibility for lettings to the School Business Manager**.** Where appropriate, the Executive Head Teacher may delegate

all or part of this responsibility to other staff members, while still retaining overall responsibility for the lettings process.

An annual report on lettings will be made to the governing body, including information on users, finances, incidents and accidents, enquiries, and any lettings refused.

11. Considering applications for lettings

Organisations seeking to hire the school premises should approach the Executive Head Teacher or the School Business Manager. Details of charges and conditions of hire should be given.

A request form (attached as Appendix 2) should be completed at this stage, and a record of all enquiries should be kept. The Executive Head Teacher will decide on the application with consideration to:

- Interference with school activities
- The priority for lettings agreed by the governing body;
- The availability of the facilities and staff;
- The schools' equal opportunities, health and safety and child protection policies;
- The health and safety considerations, such as the number of users, the type of activity, the qualifications of instructors, etc.

If the Executive Head Teacher has any concerns about whether a particular request for a letting is appropriate, they will consult with the Chair of Governors.

12. Issuing a lettings contract/Conditions of hire

Once a letting has been approved, a letter of confirmation along with an invoice will be sent to the hirer, including a copy of the Conditions of Hire. The school must receive a signed copy of the Conditions of Hire from the hirer prior to the letting occurring.

The governors have adopted the Conditions of Hire, which are attached in Appendix 3. All formal hiring of the school's premises, including those for which no charge is made, shall be properly documented. All hirers must complete a hire agreement and will receive a copy. The hire agreement is a contract which the governors may legally enforce. No member of staff is allowed to vary the Conditions of Hire nor to deviate from the published charging policy without the prior consent of the governors.

13. Security

The Executive 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. The school's Child Protection and Health and Safety policies and procedures must be consulted and followed when dealing with external organisations that work with children or young people

14. Complaints procedure

A complaint about the school from someone letting the school premises should be dealt with by following the school's complaints procedure. Complaints by a third party about a letting should be forwarded to the Hirer. If the Hirer does not have their own complaints procedure, the school will investigate the complaint using its own procedure.

15. Review of Policy

The governors will review the policy annually in **September.**

Appendix 1: Scale of Charges

	Designated User	**Commercial Use**
Hall per hour	£15	£30
Playing Field/Playgrounds per hour	£15	£30
Classrooms	£15	£30
School holiday use: per day, at any time of year	£150	N/A

Appendix 2 – Booking Form for School Lettings

(Please use BLOCK CAPITALS)

Name of Hirer (person, body, association, limited company)				
Do your activities fall into one of the following categories? (Please tick those that apply)	☐ Education ☐ Childcare ☐ Cultural or Language Group	☐Sports ☐Youth Work ☐Religious ☐Environmental	☐Affiliated Tenants Group ☐Affiliated Residents Association	☐Charitable ☐Other_____
Address of Hirer				
Contact Number(s)				
Email Address				

Purpose of Hire						
Attendees	Total No.		No. Adults		No. Children	
Single Booking	Date of Booking		Start Time		End Time	
Block Bookings	Frequency/Days					
	Start Date				Start Time	
	End Date				End Time	
Booking times must allow sufficient time for preparation and clearing away before and after the event.						

Facility Required	
Hall	Playground
Classroom	Sports Pitch
Other arrangements	
The School does not provide any warranty that the Premises, facilities and equipment provided are suitable for the intended purpose of the hire. The Hirer is required to satisfy themselves that their requirements are met and the facilities are fit for purpose	

Will refreshments be served?	☐ Yes	☐ No
Will alcohol be consumed?	☐ Yes	☐ No
If yes, will the alcohol be served or sold?	☐ Served	☐ Sold
If permitted by the School, the relevant licence must be obtained for all events that will involve the sale of alcohol, gambling and public entertainment.		
Name of Insurer:_____ *Please state above the name of the Insurance company you are using for this letting and provide a photocopy of your policy to the school at the time of booking.*		
Name of first aider (proof of qualification must be provided): Hirers must have their own first aid kit and accident reporting and procedures forms. They must bring any health and safety concerns to the attention of the school.		
Provide risk assessment for your activities		
Hirers working with children and vulnerable adults must provide proof that they have been suitably vetted to work with these groups and have appropriate child protection checks, training and procedures.		
I have read and accept the terms and conditions of Hire, and I confirm that I am over the age of 18.		
Signed (Hirer): Full name: Date: *You will be sent confirmation of whether this application has been accepted or rejected by post or email. No letting will be regarded as booked until the deposit and booking fee are received in full and the Hire*		

Agreement has been signed by the Hirer and the School.		
Please return the form to: School Business Manager, The Rosary Catholic Primary School, 10 The Green, Heston, TW5 0RL		
(School use only) This application for letting is: ACCEPTED/REJECTED Signed: Position: Date:		
Evidence of own insurance cover supplied and approved	☐ Yes	☐ No
If no, include in the school's insurance cover	☐ Yes	☐ No
Does the letting involve working with children/young people	☐ Yes	☐ No
If yes, has the School followed their safeguarding procedures	☐ Yes	☐ No

Appendix 3 – Conditions of Hire

Particulars of Hire

The Governing Body of The Rosary Catholic Primary School of 10 The Green, Heston, TW5 0RL (the "School") permits the hiring of facilities within the School ("the Premises" as set out below) on the Conditions of Hire and Booking Form attached, and the following particulars apply:

Name of Hirer	
Address of Hirer	
Premises to be hired	
Hire Period	
Hire Fee	
Deposit	
Permitted Use	
Equipment provided	
School Emergency Contact	

Signed on behalf of the School:…….

The Hirer confirms that they have read and understood these Conditions of Hire and agree to be bound by such terms and conditions from the commencement of this agreement.

Print Name:……

Signed on behalf of the Hirer:…….

Date: …….

Terms and Conditions

1. **Interpretation**
    a. Health and Safety Legislation:
    b. School: means the Governing Body of the School, its employees and agents.

2. **Use and Access**
    a. The School permits the Hirer to access and use the Premises at the times specified for the Permitted Use.
    b. The School do not warrant that the Premises are fit or suitable for the purpose of the hire.
    c. The Hirer is responsible for ensuring these terms and conditions of use are observed and for the effective supervision of the arrangements and activities in the Premises during the Hire Period and for the prevention of disorderly behaviour.
    d. The Hirer will be responsible for obtaining and paying for any Public Entertainment Licence required.
    e. The School retains the right to access the Premises at all times during the Hire Period and the Hirer must comply with any reasonable instructions given by School staff.
    f. The Premises remain in the School's legal possession notwithstanding the Hirer's occupation during the Hire Period, and such occupation shall not be deemed to constitute or create any lease or tenancy.

3. **Restrictions on Use**
    a. The Hirer shall not use the Premises for any illegal purpose nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the School or any other occupiers within the Building or any owner or occupier of neighbouring property.
    b. School kitchens may only be used with the express consent of the School and may incur an additional fee to cover the attendance of a representative of any contractor and/or additional cleaning.
    c. The Hirer shall not make any alterations or additions to the Premises, shall not affix any items to the Premises, and no interference is to be made with School property/equipment or other parts of the building which do not form part of this hire agreement.
    d. Alcohol is not to be allowed to be sold on the Premises unless prior permission is given by the School and a licence obtained by the Hirer.
    e. Illegal drugs are not to be brought onto or consumed on the Premises.
    f. No items of a flammable, dangerous or noxious character may be brought onto the Premises, including fireworks, confetti or gas.
    g. Smoking is not allowed on the Premises or the building at any time.
    h. No betting, gaming or gambling is allowed on the Premises without the written permission of the School and the relevant licence from the licensing authority.
    i. Dogs, other than guide dogs for the blind or other assistance dogs, shall not be allowed on the Premises.

4. **Hire Fee and Deposit**
    a. The Hire Fee is due and payable 28 days prior to the Start of the Hire Period.
    b. The School reserves the right to require a deposit over and above the Hire Fee as a surety against damage to the Premises (including any Equipment) or the

Premises being left in an unacceptable condition requiring additional cleaning, caretaking or other expenses.

5. Condition and Damage

a. The Hirer will keep the Premises in a clean and tidy condition when in occupation. The Premises must be left in the same condition as before the Hire Period.
b. Any damage, destruction or theft that occurs during the Hire Period in or to the Premises, to the building, equipment or School property will be the responsibility of the Hirer, and the Hirer shall pay to the School the cost of making good any such damage

6. Insurance

a. The Hirer must hold public liability insurance in respect of their occupation of the Premises for a minimum of £5 million and will provide a copy to the School.
b. The School may, at its discretion, waive the requirement to hold public liability insurance where the Hirer is an individual or small informal group of individuals (not using the Premises for commercial or business purposes) who do not hold public liability insurance and who may find it difficult to obtain. In these circumstances, the School will arrange for the Hirer to be covered under the School's own public liability insurance, and any extra associated costs will be reflected in the Hire Fee.

7. Indemnity

a. The Hirer shall keep the School indemnified against all expenses, costs, claims, damage and loss (including any diminution in the value or loss of amenity of the Premises) arising out of the use of the Premises by the Hirer or from any breach of any of the Condition of Hire by the Hirer, or any act or omission of the Hirer, or any other person on the Premises with the actual or implied authority of the Hirer.

8. Loss

a. The School does not accept liability for any loss, theft or damage to property brought onto the Premises by or on behalf of the Hirer or damages to vehicles parked in any car park provided or injury to any person, however caused.
b. The School shall not be liable for any loss or damage suffered by the Hirer as a direct or indirect result of the performance of this hire agreement being prevented, hindered or delayed by reason of any act of god, riot, strike or lockout, trade dispute or labour disturbance, accident, breakdown of plant or machinery, fire, flood, difficulty in obtaining workmen’s materials or transport, electrical, power failures or other circumstances whatsoever outside its control and which affect the provision by the School of access to or use of the Premises.

9. Assignment

a. This hire agreement is personal to the Hirer and the Hirer shall not assign or underlet or part with or share possession or occupation of the Premises.

10. Health and Safety

a. The Hirer must comply with all laws relating to the Premises and the occupation and use of the Premises by the Hirer, including but not limited to Health and Safety legislation.
b. The Hirer should, as far as possible, have an accurate list of those present.

c. Any portable equipment to be used must have a current PAT test certificate.
d. The Hirer must ensure they are aware of the fire exits and the fire and emergency evacuation procedures. The Hirer is required to take any necessary precautions to ensure the safety of those attending during the Hire Period, including ensuring that means of escape from fire are not blocked or impeded.
e. The Hirer will immediately inform the School of any emergency, accident or serious incident that occurs during the Hire Period by telephoning the School Emergency Contact. The Hirer will be responsible for reporting any accident to the Health and Safety Executive.

11. Safeguarding and Child Protection

a. Hirers providing services to children must have policies and procedures in place to ensure children's safety, and any Risk Assessments and DBS certificates required by the Hirer must be supplied to the School upon request.
b. At an event where the number of children is likely to exceed 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control the movement of the children and to take all reasonable precautions for the safety of the children as required by the Children's and Young Persons' Act 1933.

12. Cancellation

a. The Hirer may cancel the booking at any time by contacting the School. If a booking is cancelled with more than one week's notice, the full Hire Fee and any Deposit will be repaid. If less than one week's notice is given, only 50% of the Hire Fee will be repaid. The Hirer will pay the full cost of the hire for bookings cancelled less than 24 hours before commencement of the Period of Hire.
b. This agreement will be cancelled immediately should the Hirer breach these Conditions of Hire at any time, and no Hire Fee (or part thereof) shall be refundable.
c. The School reserves the right to cancel the booking at any time without notice and without assigning any reason, but will endeavour to give as much notice as possible. In such circumstances, the School will refund the Hire Fee (and any deposit), but will not be responsible for any loss or expenditure whatsoever in relation to the letting which the Hirer may have incurred or be liable to pay.

13. Advertising

a. The School must approve all advertising and posters concerning the use of the Premises.

Signed:_____ Dated: _____