



**Teversham Church of England
Primary School**

Lettings Policy

2025-2026

DATE ADOPTED: 24th November 2025

REVIEW DATE: November 2026

1.0 GENERAL

1.1 All applications for the letting of school premises shall be made through the School Office.

1.2 The Hirer will be responsible for locking/unlocking the premises in respect of all lettings.

2.0 TERMS & CONDITIONS

The terms and conditions on which the premises are let shall be as follows:-

2.1 BOOKINGS & FEES

- (a) All Applications for the hiring of school premises must be made through the School Office using the appropriate Booking Form.
- (b) Bookings can normally only be accepted for up to 6 months in advance.
- (c) A Booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. All bookings will be confirmed, in writing, by the School Office. *(Please do not make any arrangements until you have received written confirmation.)*
- (d) The fees charged will be those in force on the day(s) of the hiring.
- (e) All charges are inclusive of lighting, heating and water (where applicable). Lettings are made on the understanding that there is no caretaking attendance.
- (f) Full payment is required before the date of the booking, unless otherwise agreed with the Headteacher. Any additional charges will be invoiced and are payable within **30 days** of Invoice Date.
- (g) The Headteacher in conjunction with the Chair of Governors has the discretion to reduce the hire charge when it considers that there is a direct benefit to the children in the community.
- (h) The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.

2.1a SAFEGUARDING

Under the Education Act 2002 schools must 'make arrangements to safeguard and promote the welfare of children'. Teversham CofE School is fully committed to safeguarding and promoting the welfare of children, and all our policies and procedures are designed with this in mind. We therefore expect organisations or clubs hiring the school to share this commitment.

Therefore any organisation hiring school premises in order to provide activities for children must have in place appropriate safeguarding and child protection policies and procedures compatible with those of the school, which we reserve the right to see before agreeing to any hire. These should meet the DfE guidance on [Keeping children safe in out-of-school settings](#).

Any individual hiring school premises in order to provide activities for children must accept and agree to follow the school's safeguarding procedures which we will discuss and share with you. This includes ensuring:

- all activities are designed to ensure the safety of children
- appropriate levels of supervision are in place
- first aid arrangements are in place
- evacuation procedures are made clear to attendees.

Any organisation or individual hiring school premises for activities involving children must agree to report, where appropriate, any safeguarding concerns which may arise, to the school as soon as possible, and in any case within 24 hours. The Designated Safeguarding Lead can be contacted via the School Office and contact details will be shared for out of hours contact.

Hirers must understand that failure to adhere to the above safeguarding conditions will lead to termination of the agreement.

2.2 DEPOSIT

A non-refundable deposit of £100 is required at the time of booking

The Headteacher may, at their discretion, approve an ongoing letting arrangement in which a single booking form and one deposit cover multiple future lettings.

2.3 CANCELLATIONS

- (a) Notice of cancellation must be given, in writing, to the School Office at least 14 days before the hiring date. If notice is not received in time then the Hirer will be liable for any costs incurred. Deposits are non-refundable.
- (b) The Governing Body reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The Governing Body shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

2.4 PUBLIC LIABILITY INSURANCE

- (a) All Hirers must have adequate Public Liability Insurance cover as a condition of the Letting. Please enclose a copy of your own cover with this application.
- (b) If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required by the School Office prior to the Letting.

2.5 HIRERS' RESPONSIBILITIES

The Hirer shall:

- (a) vacate the premises by the time stated on the Booking Form.
- (b) obtain all necessary licences and comply with the terms of any such licences including those required for the following activities:

- the sale of alcohol
- public music, singing and dancing
- public performance of stage plays
- the showing of stage plays, DVDs and videos etc

Hirers should provide copies of any licences in place when requesting a booking. The licences the school has in place will not cover external hirers.

- (c) Agree and confirm the responsible Designated Premises Supervisor
- (d) be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the School against any infringement of copyright.
- (e) ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use.
- (f) observe the School's 'NO SMOKING POLICY'. All those who use the premises are kindly asked to refrain from smoking on the premises at all times.
- (g) observe the School's Health & Safety Policy.
- (h) comply with all applicable notices and signs.
- (i) immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**.
- (j) inform the School Office promptly of any **accidents/incidents**.
- (k) leave the premises and equipment as found, including switching off any electrical apparatus which has been switched on during the period of hire.
- (l) If any additional expense is incurred, arising from the letting i.e., damages to school property or equipment, the Hirer will be responsible for any such expense and charged accordingly. There would also be additional costs for any extra cleaning.
- (m) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement. **Please note** that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
- (n) Hirers are also responsible for notifying the School Office of any defects with equipment or the property that they identify whilst using the facilities. Prompt notification should be given to the School Office .
- (o) In respect of Item 2.5(m), the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.

- (p) The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of Teversham School site, and for preserving good order.
- (q) The school cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party, and the Hirer shall indemnify the Governing Body against all claims, demands, actions or proceedings.
- (r) The car park is situated at the front of the school site. All vehicles are parked at the owner's risk. The School takes no responsibility for theft or damage to vehicles while parked on the premises. Pedestrians should access the school site through the pedestrian gate and not the car park gate for safety reasons. Cars should not be parked on the playground and should not go on the grass areas around the playground without prior permission from the Headteacher. The speed limit for vehicles on the school grounds is 5mph.
- (s) For fire safety reasons, the Hirer must not exceed the stated capacity of the hall and classrooms.

Hall	No furniture : max 200 people For dining purposes : max 140 people For performances: 80 chairs in front of stage in 4 rows of 20 with central aisle plus pupils (max 150 – more chairs may be used eg if stage not in place and less people)
Classroom	30 seated

- (t) The Hirer must not access the School Kitchen as this is used exclusively for the preparation of school meals.
- (u) The Hirer is responsible for making sure that the site is secure during the period of hire and when leaving the premises for the last time. Any windows opened by the Hirer must be securely closed before leaving the premises.

3.0 FORM OF AGREEMENT & INDEMNITY

3.1 A Booking Form must be completed for each letting, giving full details of use of premises/equipment.

3.2 The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted:-

“I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby agree to indemnify the Governing Body of Teversham CofE School against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)”

3.3 The Governors reserve the right to refuse any booking they deem unsuitable.

4.0 **ELIGIBLE HIRERS**

It is the policy of the Governors to be selective in the letting of the facilities to local organisations or bodies only. Where the purpose of any letting would appear to be detrimental in any way to the general conditions or otherwise of the facilities, or to the school, the letting will be refused. This will be determined by the Head teacher in accordance with the Governing Body Scheme of Delegation.

Lettings to the PTFA and All Saints Church, Teversham are to be made free of charge. Any other local organisations or bodies may apply to the Full Governing Body for special allowances. Any agreement for special terms are fully recorded in the Governors' meeting minutes. Commercial use, including regular use, will be by agreement with the Full Governing Body.

5.0 **SCALE OF CHARGES**

5.1 The Scale of Charges will be revised annually at the beginning of each financial year in April.

5.2 All lettings of the school premises shall include the normal use of heating, lighting and water.

THIS POLICY WAS APPROVED:	25 th November 2025
THIS POLICY WILL BE REVIEWED:	November 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	Headteacher

Application for the Hire of School Hall or Classroom

Letting Date (Letting number): _____

Full name of organisation/hirer	
Responsible person:	
Address of organiser/hirer:	
Telephone numbers: (daytime) (Mobile)	
Address and contact details of Responsible person (if different from those above)	
Purpose of hiring:	
Date(s) of booking required:	
Time of access required (including setting up and clearing away)	Time to access building: Start time of event: Finishing time of event: Time to vacate building:
Number of people having access to the school or its facilities during the period of the hire (please see capacity):	
Arrangements for safeguarding have been shared with headteacher and are compliant with KCSIE	Signed: _____ (Headteacher)

I/We confirm we have read and agree to the terms and conditions of hire.

I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby agree to indemnify the Governing Body of Teversham CofE School against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)”

Signed (name of Responsible person): _____

Date: _____

PRINTED NAME: _____

Please complete and return to the school office, with your deposit of £100. If the facilities are not available we will contact you. Please make cheques payable to **‘Teversham Primary School’**.

Notification of issues noted during hire of school premises

Letting Date (Letting number): _____

Emergency Contact Details: in the event of any emergency during the period of hire, the hirer should contact: Rebecca Simpkin Smith, Headteacher: 07970 125906.

Date and Time:	
Issue noted: (Please provide details of damage/defect/fault)	
Information shared with: (Please return this form to the school office)	

FOR USE BY SCHOOL OFFICE:

Planned follow up action:	
Sign to show completion of action:	Date: Signed: