

# HILLSIDE INFANT SCHOOL

## LETTINGS POLICY

### 1. Aim

The Governing Body of Hillside Infant School (“the School”) wishes to administer the letting of the School premises out of school hours for the benefit of:

- a) Community groups
- b) Youth groups
- c) Local residents
- d) Increased income for teaching and learning in school

### 2. Approval of Lettings

The Governing Body will prioritise lettings in the following order:

- a) For the benefit of users of the School
- b) Use for school functions, Hillside Schools Association or fundraising activities
- c) Voluntary organisations
- d) Other users approved by the Governing Body

The Governing Body has the right to refuse any application where it feels the aims of the hirer are not consistent with any School policy. The Governing Body will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises and any nuisance that may arise as a result of accepting the booking.

The final decision on lettings lies with the Headteacher acting on behalf of the Governing Body.

### 3. Hire Charges

The Governing Body has authority to hire the School premises and set the charges for lettings. These charges are set out in Appendix 1 and are subject to change at the discretion of the Governing Body. Any surplus from these lettings accrues directly to the School. The Headteacher, on behalf of the Governing Body, may exercise flexibility in setting charges but schools are not permitted to make an overall loss through letting of the premises as the School’s budget cannot be used other than for children’s education.

### 4. Use of the Premises

The hirer shall only use the accommodation for the purpose stated and shall have a designated person in charge at all times. This person must make themselves known to the Premises Manager on duty upon arrival at the School.

Premises must be completely vacated and left clean and tidy by the finishing time of the proposed booking.

The hirer shall not unreasonably offend neighbouring residents by parking cars and agrees that, upon request by the Premises Manager, he/she shall arrange for offending cars to be moved.

In the event that the Premises Manager has to arrange additional cleaning this will be charged for at the cost set out in Appendix 1.

## **5. Safeguarding**

Where premises are hired for term time school clubs to Hillside Infant and Junior Schools pupils, the hirer must ensure that the schools' safeguarding procedures are adhered to as detailed in 'Condition of Hire' document.

## **6. Booking Procedure**

For a single let, a booking confirmation form must be received together with a minimum deposit of £40 or 10% of the full amount (whichever is greater). At least 10 working days before the date of the letting the balance of the full amount must be received. Failure to pay in full in advance will result in the application for the let becoming void.

By signing the booking form, the hirer is acknowledging and agreeing to adhere to all terms and conditions for the use of the School premises.

## **7. Public Liability Insurance**

Commercial hirers will have to produce a Public Liability Insurance policy for the minimum set out in Appendix 1. Non-commercial hirers will be charged an additional 10% of the hire cost to cover the cost of insurance arranged by the School via the Local Authority. The exclusions to this cover are set out in Appendix 1.

Policy date: Dec 2025

Review date: Nov 2028

**Letting Charges**

1. Deposit: a minimum deposit of £40 or 10% of the full amount (whichever is greater) must be received together with the booking form.
2. Cost of letting: at least 10 days before the letting, the full amount (less the deposit paid) must be received.
3. The charge is £40 for the small hall and £45 for the large hall per hour or part thereof for regular lettings Monday to Friday. At all other times rates can be negotiated dependent on duration and use with a minimum hire time of 3 hours.
4. Cleaning: if cleaning has to be arranged after the letting, this will be charged at £20.00 per hour.
5. Public Liability Insurance: for a commercial letting, this must be arranged by the hirer for a minimum of £5,000,000 (five million pounds). For a non-commercial letting the Secretary of State's Risk Protection Assessment (RPA) covers. The limit of indemnity is £2,000,000 (two million pounds) and the first £100 (one hundred pounds) of any loss will be the responsibility of the hirer. The following exclusions apply:
  - a. Meetings organised by political parties
  - b. for professional entertainment purposes
  - c. for commercial or business functions
  - d. for martial arts activities
  - e. personal injury in respect of sporting activities.