



Hartsfield JMI School **Lettings Policy**

Date: September 2025 (in place for March 2025 to allow notice) Review Date: March 2027 (for September 2027)

The Governors view the school premises as a facility for the benefit of the whole community of Hartsfield JMI School. They will seek to give the community access, where possible, to it for reasonable purposes at a reasonable cost.

1. Governors Responsibilities

The Finance Committee will:

- 1.01 Delegate to the Headteacher the power to authorise lettings and the Headteacher will report on lettings termly to the Finance Committee.
- 1.02 Delegate to the Finance Manager the responsibility to ensure lettings forms are issued on a regular basis to the hirers and that all monies are collected and retained for the school.
- 1.03 Ensure the school provides contact numbers of a responsible person to the hirers who will be available throughout the period of the letting.

2. Charges

The Finance Committee will set the charges for lettings guided by the following principles and review prices on an annual basis:

- 2.01 Use by the Friends of Hartsfield School will be free of charge.
- 2.02 Lettings to non-profit making community groups as per Schedule 1.
- 2.03 Lettings to all other hirers e.g. commercial organisations will be charged as per Schedule 2 or Schedule 3 (Monday to Friday) or at the weekend rate.
- 2.04 Booking of the school grounds or non-listed areas, are on a negotiated basis and not subject to either Schedule terms.

3. Conditions

- 3.01 All persons wishing to hire the premises must apply in writing and demonstrate that they have Public Liability Insurance cover of at least £5 million, otherwise a 10% surcharge will be added to the hire cost to obtain cover on behalf of the hirer.
- 3.02 All persons hiring the school premises must undertake to leave the buildings/grounds in a clean, tidy and presentable condition.
- 3.03 All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
- 3.04 The school premises will be let for functions where a Public Entertainment Licence or Licensed Premises Licence is required, provided this is agreed in advance and the organisation concerned obtain the necessary licence.

- 3.05 The use of specialist facilities shall only take place in the presence of a person who is qualified to use the facilities and is authorised by the Governors.
- 3.06 Any organisation who hires our premises for purposes of working with children will need to provide a copy of their safeguarding policy at the time of booking.
- 3.07 The school will never be let to any form of extremist organisation.
- 3.08 Permission should be sought from all attendees before sharing images and any images should not bring the school into disrepute

Rates Monday-Friday

Schedule 1 – Voluntary non-profit making organisations

If required Site Manager payment @ site manager's rate of pay per hour (outside of normal working hours) + Hall/Classroom @ £14.00 per hour

Schedule 2 – Commercial organisations that benefit local community

Hall/Classroom @ £17.00 per hour or £9 per ½ hour. Additional costs may apply if additional Site Management is required @Site Managers' rate of pay per hour

Schedule 3 – Commercial organisations

Hall/Classroom @ £20.00 per hour. Additional costs may apply if additional Site Management is required @Site Managers' rate of pay per hour.

Bespoke Hiring: For those wishing to book multiple rooms and/or outside spaces, prices will be set on a case by case basis with a tailored schedule.

A reduction may be negotiated for block bookings of 5 or more consecutive days or weekly bookings of 10 or more weeks.

Weekend bookings

Hall with access to back playground outside area @£30 per hour with a minimum rental period of 3 hours. A deposit of £60 to be paid at time of booking and refunded within 7 days of the hiring if the hirer adheres to all conditions of booking as noted in the hire agreement.

Key restrictions:

- No animals, alcohol or smoking/vaping on site
- Lettings between 9.00 am and 6.00 pm
- Booking for events for children up to age 12 only with responsible adults in attendance throughout the letting period
- Full disclosure by the hirer and agreement of the school on any equipment brought onto site at time of booking
- Full disclosure of any food and drink to be consumed on site by the hirer at time of booking.