

West Twyford Primary School

Lettings Policy



West Twyford

Primary School

Last reviewed on:	Spring 2025
Next review due by:	Spring 2026
Approved by:	Resources Committee

Lettings Policy

The Governing Body will not permit any letting to any individual or organisation whose stated aims and ethos run contrary to the school's Mission Statement and the Local Education Authority's Equal Opportunities Policy.

Key Principles

The Governing body and Senior School Leaders will ensure that:-

1. They promote the use of the school premises for community use.
2. They promote the use of the school premises by organisations which have a similar ethos to that of the school.
3. Lettings promote positive activities for children.
4. Organisations using the school premises will meet the criteria set out in this policy and sign a Lettings Agreement.
5. All lettings are at least cost neutral.

Timings of Lettings

1. School run activities will take preference over those of external organisations.
2. In line with the school's planning conditions, no letting will be held after 10.00pm or on Bank Holidays.
3. The hiring does not entitle the hirer to use or enter the premises at any time other than the specified hours for which the premises is hired.

Safeguarding

All external organisations will be required to provide evidence of the following, prior to beginning a let (if the activity involves children):

1. All staff/volunteers have an enhanced DBS check.
2. The organisation has a Child Protection Policy.
3. The organisation has a formal recruitment process.
4. The organisation ensures that the staff/volunteers are properly trained/qualified to carry out the activities of the organisation.
5. All staff wear ID or uniform provided by the organisation while working in the school for that organisation.

Health and Safety

1. A member of the school's own staff will always be on duty during a letting of the school building. This person has the right to terminate the session of the letting if there is any concern with regard to any activity or behaviour that occurs during the letting period, which contravenes this policy.
2. The organisation will be expected to have a trained first aider on duty throughout the period of the letting.
3. The Site Supervisor will ensure that all external organisations are informed of emergency evacuation procedures.
4. The organisation will report any accident, injury or damage to the school member of staff.
5. In the case of car park only lettings, a contact number for a member of school staff will be provided to the hirer.

6. The school will inform Ealing's insurance department of any one-off lettings (e.g. birthday parties) with the name of the hirer, date and time of the occasion. Organisations or individuals who wish to hire the premises on a regular basis must provide their own public liability insurance.

Finance

1. The Governing Body will decide the rates to be charged for lettings, advised by the Headteacher and School Business Manager and these will be reviewed on an annual basis.
2. All organisations will be expected to carry £5m public liability insurance and they will also be expected to sign a Lettings Agreement.
3. Invoices issued to the hirer must be paid at least 14 days prior to the let.
4. A £100 cash deposit is required, which must be received by the school office at least 14 days in advance of the let. This will be returned at the end of the letting agreement on the condition that the building has been left in a clean, satisfactory standard with no damage or loss of school property.

Lettings Process – Organisations (including afterschool clubs)

1. When the school is approached by an organisation that wishes to undertake a letting they will be required to complete an *Application for the Use of School Premises*. The Headteacher will assess that the nature of the letting is compliant with the school's letting principals.
2. If this is satisfactory, the School Business Manager will then meet with the named representative of the organisation to ensure that the accommodation on offer is suitable for the activity and that the organisation fully understands the obligations set out in this policy.
3. If both parties agree, a Lettings Agreement will be issued, which will be signed by both parties and a start date will be agreed.
4. The organisation will provide DBS details and any proof of relevant qualifications requested.
5. The requirements of the letting will be agreed with the Site Manager who will meet with the named representative of the organisation, prior to the first letting, to agree practical arrangements. These will include:-
 - Arrangements for access to the appropriate parts of the school premises.
 - Arrangements of staff/volunteers parking.
 - Arrangements for entrance to and exit from the site for people using the activity.
 - Emergency contact details.
 - Emergency procedures and the date for the first practice emergency evacuation.
 - Location of toilets.

Application Form (Organisations)

The return of a completed application form is taken as acceptance by the hirer to be bound by all the Governing Body's conditions and regulations.

A photocopy of this form should be retained by the hirer for reference.

The person signing the application form, "the hirer", must be 18 years old or over and will be responsible for complying with all conditions and regulations and with any instructions given by the Head Teacher.

The application form must be fully completed and returned at least three weeks before hiring, otherwise any provisional booking will be cancelled and the date and time offered to another hirer.

Lettings Process – Public Lettings

1. When the school is approached by a member of the public (parent, carer of a pupil or community resident) who wishes to undertake a letting, they will initially discuss their requirements with the School Business Manager.

2. In agreement with the Headteacher, a Lettings Agreement will be issued, which will include the terms and conditions of the letting and signed by both parties.

3. A £100 cash deposit is required for all lettings, which must be received by the school office at least 14 days in advance of the let. This will be returned at the end of the letting agreement on the condition that the building has been left in a clean, satisfactory standard with no damage or loss of school property. If the letting is a long-term regular activity (e.g. language school) a larger deposit may be requested. The amount will be agreed between the School Business Manager, Headteacher and Hirer.

Lettings Process – General

The hirer must state the accommodation required and the precise nature of the function, the numbers attending, seating plan, and the type of activity proposed.

Any preparation and clearing up time must be included within the hire period. The hirer will be charged any additional time if their activity over runs the hired period at a rate of £20 for each additional 15 minutes over the agreed time. This may be taken out of the deposit.

If the hirer changes address prior to the date of the function he/she must notify the School Business Manager at the school in writing immediately.

The Governing Body may refuse an application for hiring without giving reasons. In such cases any fees paid will be refunded in full.

The hirer must ensure that admissions to and departure from the premises is within the times stated on the application form and that the premises are left as they were found.

The school may directly employ other organisations to run activities in the school, either during the school day or after school, e.g., dance organisations, theatre groups etc. These fall into two categories: those that are just one off events and those that provide a weekly activity. In both cases, the points identified in this policy with regard to safeguarding, health and safety, qualifications and staff supervision all still apply.

In the event of lettings for meetings for adults only e.g. local Residents Association, the points identified under Safeguarding will not apply.

Cancellations

By the Hirer

Hirer's wishing to cancel their booking must do so in writing, as soon as possible and the effective date will be the receipt of such notification in the school office.

Cancellations received less than 14 days prior to the event: 50% refund

Cancellation on the day or no show: No refund

Regular / long-term lettings

- Hirer's wishing to cancel the entire booking must be put in writing and provide 1 full term's notice.
- One-off week cancellations received less than 14 days prior to the event = 50% refund
- Cancellation on the day or no show = no refund
- If the school is told to close due to Government advice e.g. Coronavirus, the school will not charge the Hirer for the duration of the school closure.
- If the Hirer can not open the school due to staff sickness or confirmed Coronavirus case, the above charge of 50% refund will be actioned.

Car Park

The hirer will be provided with a single use access code for the gates and an emergency contact number for a member of staff should any issues arise.

Vehicles are parked at the owner's risk, West Twyford Primary School will not be held liable for any damage or theft. The hirer will be held liable for any damage caused to school property as a result of mis-use or accidental damage by the hirer or associated persons.

Permitted Activities

- Councillor Surgery
- Ward Forum
- Residents / Community Groups
- Children's Parties
- Private / Commercial (depending on nature of business)
- Car Park Only (7am – 10pm)
- Fitness classes for adults
- Language school

Activities not permitted

Adult celebrations (Wedding, birthdays, funerals, etc)

Lettings Charges

Area	Details	Rate	Minimum Let
Hall	200 capacity 117 Chairs available 20 Tables 33 Benches	£20/hour for extra-curricular activities	1 hour
	5 x 6 seater circular table & chairs	£50/hour Community Rate	2 hours
	Audio Visual System	£80/hour Corporate Rate	2 hours
Car Park	20 car capacity 2 Electric Car Charging Points	£100/ per day	1 day
	Secure Parking	£25/per day if letting out school building	1 day
Classrooms	30 children + 2 adults' capacity per classroom 14 rooms (excl. Nursery) 30 children chairs per classroom + 1 adult desk chair 15 children tables + 1 adult desk PC / Interactive Whiteboard	£25 / hour per classroom	3 hours

Children's Parties (4 to 11 years)

Option	Total Cost
1 Hall Hire & Car Park (3 hours)	£175
2 Hall Hire (3 hours) & PSD Party (Bronze Package)	£275
3 Hall Hire (3 hours) & PSD Party (Silver Package)	£325
4 Hall Hire (3 hours) & PSD Party (Gold Package)	£375

Deposit required for all bookings £100 (cash)



Appendix A

West Twyford Primary School

Lettings Checklist

The hirer and school representative must agree that the premises is found/ left in a satisfactory condition.

Date: _____

Before Letting		After Letting	
Item	Agreed (✓)	Item	Agreed (✓)
Hall in clean condition.		Hall in clean condition.	
Toilet in hall clean, paper towels and toilet paper available.		Toilet in hall clean, paper towels and toilet paper available.	
Tables/ Benches provided as agreed in good condition.		Tables/ Benches provided as agreed in good condition.	
Music system in working order.		Music system in working order.	
Comments/ Actions		Comments/ Actions	

Letting Start Time: _____ Letting End Time: _____

Please note that any preparation and clearing up time must be included within the hire period. The hirer will charged any additional time if their activity over runs the hired period at a rate of £20 for each additional 15 minutes over the agreed time. This may be taken out of the deposit.

Agreed by

Name of Hirer _____ Name of School Rep _____

Signed _____ Signed _____