

Lettings Policy

Last review:	January 2024
Date:	January 2025
Date for review:	January 2026
Status:	Statutory

AIMS

The aim of this policy is to provide guidelines for the use of school facilities for the benefit of the school and its community. To enable the school management to achieve this aim the Governing Body has drawn up the following policy.

POLICY STATEMENT

1. The needs of the school, which is of the Head Teacher, staff and pupils shall be given priority.
2. The Governing Body has the right to refuse any request for hiring.
3. All lettings administration must comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual.
4. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service).

LETTINGS POLICY

General policy:

1. Hirers must apply on an 'application to use school premises' form [ED110](#) and must sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form. A copy of the lettings policy will be issued with the confirmation.

3. A non-refundable deposit may be requested for lettings.
4. Payment for all lettings shall be made in accordance with the schedule and terms and conditions on Form FIN566. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement.
5. Standard rate V.A.T. may be payable. See Section M of the Finance Manual for details.
6. All non-Education users must be covered by insurance. The SCC requirement is that an insurance charge as a percentage of the letting fee will be made, if the hirer is not in possession of his/her own insurance policy with current SCC recommended public liability cover, currently £5,000,000.
7. Charges for lettings will be reviewed annually in September or more frequently if deemed necessary. Further information regarding fees and lettings procedures can be obtained from the School Business Manager.
8. Surrey County Council operates a No Smoking policy on all its premises.
9. No hirer will allow any dogs on to the site.
10. The school requires the hirer to undertake a risk assessment for each let.
11. All hirers of school facilities should have their own complaints procedure should anyone attending their activity/club have an issue they want to follow through formally.
12. All hirers must report any accidents to the school as soon as possible. The school should then complete a report of the incident on the OSHENS reporting system. <https://surreycc-safety.net/scc/>

Additional Swimming Pool specific policy

For swimming pool lettings there is an additional agreement that needs to be read and signed by the hirer.

Governors shall have regard to the need to ensure that the organisation of the activity and the supervision of participants are adequate in the light of the current notes of guidance to schools for the supervision of swimming and shall ensure that the following safety precautions are taken:-

1. At all times the pool is used, there shall be at least one responsible person qualified in life-saving and administering appropriate first aid.
2. If organised instruction is to take place a qualified instructor shall be present.

CHARGING

The Governors formally adopt the general rules, regulations and guidelines set out in the– Finance Manual, Section M – Community Use of Schools.

The School Business Manager is authorised to let the grounds/ premises provided the annually produced County Council Schedule of Charges ([Annexe J](#)) are used as a minimum. However the intention must be to maximise income from this valuable source of revenue and with this in mind the Governors would expect most lettings to comply with the following :-

- A) Commercial Lettings (to firms, businesses, companies etc) where the prime use is geared to profits: SCC Schedule of Charges plus a minimum of 25%.
- B) Charitable and other Non-profit making organisations: SCC Schedule of Charges plus 10%.
- C) Organisations affiliated/registered with Surrey Youth & Adult Education Service (SYAES): rates set out in SCC Schedule of Charges which include a 'profit' element.

Should extenuating circumstances (e.g. goodwill in the local community) warrant the consideration of lower rates specific approval shall be at the discretion of the Head Teacher.

The current rate for lettings will be agreed by Governors on an annual basis or more often if deemed necessary. [See annex 1.](#)