Charging and Lettings Policy

Ringmer Primary and Nursery School

Created By:	SBM	**Date:** 2019
Approved by:	Local Academy Committee	**Date:** 17/10/25
Last reviewed on:	August 2025	
Next review due by:	August 2028	
Amendments		
September 2022:	**The following was added:** **<u>Risk Assessment</u>** ● A Risk Assessment of the Hirer's activities must be provided prior to the hire along with the Application for hire of premises **<u>PAT</u>** ● All Hirer's equipment must be PAT tested prior to the hire. Some changes to grammar and spelling.	
September 2025:	Updated to reflect current costs and procedures	

Charging and lettings policy

Hiring rates legislation requires that any costs of hiring premises which are charged to the school's delegated budget must be repaid to that budget from income received, for example costs of electricity, heating and payments to members of staff, before allocating income to anything else. The surplus will be available for use by the Headteacher.

- Potential hirers will be given a "Hire of premises" letter (Appendix 1), "Conditions of hire" (Appendix 2) and "Application for hire of premises" (Appendix 3)
- In addition to the hire charge, **a security deposit of £100 will be required** to cover any damage, extra cleaning or additional expense that may be incurred by the school in relation to the letting. **This is refundable if not required and is at the discretion of the Headteacher.**
- Payment must be made 14 days in advance via BACS. Bookings will not be confirmed until payment has been received.
- On receipt of payment hirers will be given a receipt and contract of hire letter (Appendix 4)
- The Business Manager, assisted with the office staff manages the school lettings and will coordinate all correspondence and maintain all records required for lettings.

Hire Periods and Charges

3.30 – 6.00pm

- The Headteacher may enter into an agreement to let: the school premises by arrangement, to any group or organisation whose activities are considered suitable.

After 6.00pm

- The Headteacher will have the authority to enter into agreements to let school premises between 6.00pm and 11pm Monday to Friday and between 9.00am and 11.00pm on Saturdays, Sundays and Bank Holidays. Any agreement to let must take into account the nature of the activity proposed.

Fees

a. Monday – Friday 3.30pm – 6pm **£22 per hour**

b. Monday – Friday 6pm – 11pm **£27.50 per hour**

c. Saturdays 9am – 11pm **£33 per hour**

d. Sundays and Bank Holidays 9am – 11pm **£38.50 per hour**

e. The Food Tech Room (school owned kitchen) can be hired for an additional fee of **£55 per letting.**

f. Storage space will start **from £20 per half term**, depending on size

g. The Headteacher retains an absolute discretion as to whether or not any other school equipment (such as stage lighting or the piano) shall be included in the letting, and if so on what terms. Any let which includes the hire of such equipment may also be subject to an additional or greater deposit.

Please ask to speak to the Business Manager regarding prices for block bookings as we may be able to offer a discount for regular bookings.

Deposit

- The Business Manager or office staff shall advise the proposed hirer of the cost of the letting and that additional costs will be payable if the premises are damaged or not restored to the condition in which they were originally let. Such damage or additional cost will be deducted from the deposit in the first instance, with any additional sum being notified to the hirer and payable within 7 days of such notification.

Premises

- The areas of the school that are available to hire are the school hall, the Food Tech room and the outside spaces. In certain circumstances other parts of the school might be available with the agreement of the Headteacher. The hirer must state on the Application for hire of premises (Appendix 3) which areas they wish to hire. The school will confirm in the Contract of hire (Appendix 4) which of the facilities are included in the Letting.
- Please note central heating is not available in the school hall. If the hirer require central heating during their lease this will come at an additional £50/day

Insurance

- An insurance premium will be charged for any lettings that cannot provide their own £10 million Public Liability insurance. By paying this premium the letting will be covered by the school's insurance for school hire. Payment in respect of the insurance cost must be made at the time of booking and paying for the letting. **The cost per letting will be £5.**

Risk Assessment

- A Risk Assessment of the Hirer's activities must be provided prior to the hire along with the Application for hire of premises

PAT

- All Hirer's equipment must be PAT tested prior to the hire.

Unsuitable Lets

- The Governing Body will retain an absolute discretion to determine what an unsuitable let is. In all instances, the decision as to suitability will rest with the Headteacher.
- The Headteacher is authorised to make day-to-day decisions on behalf of the Governing Body and may seek advice from the Chair of Governors about any aspects of implementing this policy.

Cases of Disorder

- If a member of the hire party is deemed to be under the influence of drugs or exhibiting drunken behaviour or is verbally or physically aggressive, they will be asked to leave the premises by the

Site Manager/Caretaker. If they refuse, the police will be involved. If the Site Manager/Caretaker is not onsite this will be the responsibility of the Hirer.

Site Manager

- The Site Manager/Caretaker should be informed of all lettings, whether or not the Site Manager/Caretaker will be on duty for the letting.

Security and Keys

- The Head and Chair of the Governing Body should agree on who may hold the keys to the premises.
- The Hirer will be responsible in most cases for unlocking / locking up of school and the setting of the alarm. All instructions and relevant information will be provided to the Hirer prior to the booking.
- Access to the site is restricted by security gates. The Hirer will be provided with details on how to access the site prior to the booking, and will be given a specific code to use for access during their booking/s.

Use of Premises for Parliamentary, Local and European Elections

- The Returning Office may use any part or all of a voluntary controlled school for the purpose of the election. The candidates in such elections are entitled to use a suitable room in the school for public meetings 'free of charge' during reasonable times.
- 'Free of charge' means that the school cannot make a 'hiring' charge for this use of the premises. However, any expenses incurred in preparing, heating, lighting, cleaning the rooms or caretaking costs, are met either by the Returning Officer or the candidate, as appropriate.