

# Policy for Lettings and Community Use



## Introduction

This document was reviewed during the Autumn term 2025

This policy will be reviewed in the Autumn term 2027

## School Aims

Our Aims:

We want our children to **believe** in themselves, **achieve** and **succeed**

- To ensure all children have access to a broad, balanced and engaging national and locally relevant curriculum that fosters high expectations for all pupils.
- To provide a caring, secure and supportive environment where children can develop respect and belief in themselves, others and their surroundings and feel confident to express their individuality.
- To promote and inspire curiosity, resilience and independence within the children
- To value our community, the richness of other cultures and the world we live in
- To understand and promote the importance of being active and healthy

## Introduction

The governors of Prior Park Primary School recognise that the school has valuable resources that are only partially used during the day and year. These resources should be made available to the local community at a competitive hiring rate, but commercial interests will not compromise the pupils' education or the health and safety of pupils and staff arising out of community use. We will particularly encourage uses of the building and grounds to provide activities for children or to support the pupils' parents and will set differentiated hiring rates to reflect our aims.

## Priority Usage

The governors have adopted the following priority usage:

- (i) statutory; e.g. elections
- (ii) designated; e.g. education, community association, play schemes
- (iii) private; e.g. 'keep fit', sporting activities

## Responsibilities

### **The Governors**

The law states that the governors control the use of the school premises outside school hours. They can let the premises outside of school hours, but they must comply with any direction given by the LA.

The governors delegate the administration and supervision to the Headteacher or her agreed nominated deputy, and delegate the responsibility to approve lettings

for one off events. Longer term lettings will be approved by the Resources Committee.

The governors and headteacher will ensure that any hiring does not conflict with the duty to provide education for children registered at Prior Park Primary School or conflict with the aims of the school and its values or belief that the name of the school will be brought into disrepute.

### **The School**

No member of staff can vary the terms and conditions or charging policy set by the governors.

The school will provide adequate heating, lighting and ventilation.

Fire exits must be clearly marked.

The Hirer should be aware of where to locate a First Aid box if they do not have their own first aid resources.

The school must ensure arrangements are in place to ensure the security of the premises at the end of the letting period.

### **The Hirer**

If the activity is solely for pupils of Prior Park Primary School, then the activity will usually be covered by the school's insurance except for activities such as a bouncy castle when it will be the responsibility of the Hirer to ensure they or the company owning the castle have insurance as stated below for other activities.

For other activities the Hirer should be responsible for providing any additional Full Public Liability Insurance costs, including:

- £5 million cover
- Third Party and Public Liability
- Loss of, or damage to, our premises or its contents and provide evidence of such cover on completion of the letting's forms.

A copy of the policy must be available upon request from the headteacher or governors.

If an activity requires supervision of children, then evidence of DBS clearance must also be provided.

Where rooms are hired then the Hirer will return the room to same setting and condition as at the start of the hire.

No school equipment or space other than that specified at the time of letting can be used.

The Hirer is responsible for any licences or permission they may need. The school will not be held responsible for the Hirer breaching any licence or permission agreements.

The Hirer must take careful consideration of the local neighbourhood surrounding the school regarding noise, parking, litter and breakages. The Hirer must ensure that vehicles belonging to their patrons are not parked so as to cause an obstruction at the school entrance or obstruct the public highway outside the school or access to private property. Vehicles are brought on to the school site at the owners own risk. The school does not accept any responsibility for any damage that may occur whilst on the school site.

Failure to up hold the above will prejudice future bookings.

Hirers must note that Prior Park Primary School operates a

No Smoking Policy. Drug taking is strictly prohibited and any incident that occurs will result in the immediate termination of the hirer's contract.

### **PTA**

Governors will expect the PTA to maintain adequate insurance cover for all events, carry out risk assessments for all activities and to comply with health and safety regulations regarding food handling, fire exits etc.

### **Administration of Lettings**

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire to the Headteacher.

### **Lettings Documentation**

All formal hirings of the school premises, including those for which no charge is made, shall be properly documented. All hirers must complete a lettings hire agreement.

### **Scale of Charges**

In arriving at their scale of charges, the governors have followed the principles

- statutory users will be charged on a cost recovery basis.
- designated users depending on activity, rooms used etc may have the charge waived or will be charged no more than cost.
- private users will be charged at cost plus an income margin for the school.
- there will be a parity of treatment for similar users;

For the purpose of charging hirers, the Headteacher is employed to determine to which group any particular individual or organisation belongs. There is a basic hire price with additional cost for more rooms, time etc.

### **Charges**

PTA events for this school's pupils – no charge

Elections – charges as suggested by LA

### **Other lettings:**

Hall - £50 for the first hour + £30 for each additional hour

Other rooms - £50 for the first hour + £30 for each additional hour

School field - £50 for the first hour + £30 for each additional hour

Additional cost for all lettings (other than the PTA): The cost of the Caretaker's overtime for the duration of the letting and any related call out charges.