



Grove Vale Primary School

Lettings & Hiring Policy



Reviewed By: FGB	Date: 5 th October 2026
Sign:	Review date: October 2028



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1. Introduction

Grove Vale Primary School is a community resource, and the Governing Body encourages the use of school premises by local groups, organisations, and individuals, provided such use supports the ethos of the school and does not conflict with its primary purpose – the education of pupils.

This policy sets out the conditions under which the premises may be let or hired.

Aims

- To make school facilities available to the wider community in a safe, fair, and sustainable way.
- To ensure lettings do not disrupt the daily operation of the school.
- To recover costs of use and, where appropriate, generate income to support school development.
- To safeguard pupils, staff, hirers, and visitors.

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Playing fields
- Main hall
- Classrooms (as agreed)
- Playground or sports field
- Swimming Pool

The Governing Body reserves the right to refuse use of certain areas where safety, safeguarding, or operational concerns arise.



For the hiring of the swimming pool, please refer to the **Swimming Pool Policy** for external and school letting use.

2.2 Capacity and charging rates

The capacity and rates for hiring each area are as follows:

Facility	2026/27 (£)	2027/28 (£)
Hall	£33.50	£33.50
Hall x2	£56.50	£56.50
Classroom	£16.50	£16.50
Showers/changing room	£12.50	£12.50
Playground	£14.00	£14.00
Swimming Pool	£40.00	£40.00
Hockey/Football Pitch	£27.50	£27.50
Charity organisation	To be discussed separately	To be discussed separately
*Sessional Charge (Payable each time the facilities are used)		
Monday – Friday	£22.00	£22.00
Saturday	£28.50	£28.50
Sunday	£42.00	£42.00

3. Charging rates and principles

3.1 Rates

- The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school. The Governing Body sets the scale of charges annually.
- Charges reflect running costs (heating, lighting, cleaning, wear and tear, staffing).
- Additional charges may apply for:
 - Caretaking/security
 - Cleaning after use
 - Equipment hire



3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 6 weeks' notice. We appreciate that due to an emergency, sessions may need to be cancelled. If you need to cancel a session, please ensure that you have notified the school at least 14 days in advance so that there are no invoicing issues. We will inform the keyholder of this so that they do not open the premises. A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 6 weeks' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the school business manager and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire.

- All bookings must be made in writing using the school's Lettings Application Form Appendix D.
- The Headteacher (or delegated manager) will review all applications.
- Priority will be given to school functions and activities.
- Bookings must be confirmed before access is granted.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the finance committee of the Governing Body of Grove Vale Primary School.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their public liability insurance.



KEYHOLDER CONTACTS

BARRY: 07586413712

ADAM 07764997580

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, or reputational damage may occur.

5. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact Alison Connop DSL as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).



Appendix C



Conditions of Hiring of School Premises

1. Each application should be made in writing to the Head Teacher giving at least 21 days notice for a weekday letting and at least one calendar month's notice for a letting on a Saturday, Sunday or Public Holiday. All hiring fees must be paid one week before the date of the letting and admission to school premises will be granted only on production of the official **permit and receipt for payment of fee**.
2. A single application form is acceptable to cover a series of bookings of up to three months, subject to the availability of premises on the dates required, which should be stated.
3. It is the responsibility of hirers to satisfy themselves that the accommodation and furnishings requested are suitable for the purpose required.
4. Furniture may not be moved without the consent of the Head Teacher. Permission must be obtained at the time of hiring. If additional furniture is required which is not available at the school, it may be possible to arrange delivery, but any expenses involved must be borne by the hirer.



5. Decorations and advertising matter are not permitted without special permission from the Head. Notice boards, supplied by the hirer, may be displayed at the entrance to the school for 24 hours before the commencement of the letting, such boards to be fixed in accordance with the Head's ruling.
6. Hirers are not permitted to use and must not enter accommodation other than that which is stated on the permit.
7. The Council prohibit:
 - (a) The use on floors of polishing matter other than chalk;
 - (b) Any gambling on school premises;
 - (c) Screws or nails or similar articles being driven into any part of the Council's property;
 - (d) The sale or consumption of intoxicants otherwise than as authorised in writing by the Director of Learning, in which case it shall be the responsibility of the hirer to satisfy the requirements of the licensing laws;
 - (e) Loitering at the entrances to schools, corridors or playgrounds.
 - (f) Smoking is prohibited in all council buildings.
8. The Council grant facilities for the public use of schools and classrooms on the express condition that those responsible for hiring the room will give an undertaking that the meetings will be conducted with propriety and will hold themselves liable for any damage incurred.

Any damage arising from the hiring of school premises will be repaired by the Council and charged against the party or person hiring the school premises in question.

In addition, those responsible for hiring school premises must indemnify Sandwell Metropolitan Borough Council from and against all actions, claims, demands, losses, costs, damage and expenses which may be brought or



KEYHOLDER CONTACTS

BARRY: 07586413712

ADAM 07764997580

made by any person in respect of injury or damage sustained by them in consequence of or arising out of the use of school premises.

9. Hirers should report any suspicious incidents to the Police immediately.
10. Rooms may be hired from 6.00 pm but all lettings normally terminate so that the premises are vacated at 10.00 pm. With prior approval an extension of the hire from 10.00 pm to 12.00 midnight may be made and an additional cost may be incurred.
11. The Council reserves the right to refuse or cancel a letting or close the facility at its discretion.
12. Notification of any cancellation must be given by the hirer, in advance, to the Head Teacher as soon as possible.
13. All equipment brought into the school for the purpose of the letting must be removed immediately afterwards. Electrical equipment should not be used on school premises unless it has been PAT (Portable Appliance Testing) tested. Any items left or stored on the premises are done so at the owners risk. SMBC cannot take responsibility.
14. Admission shall be given to the Director of Learning or his representative, or any representative of the Police or the Fire Service or the Governing Body at any time during which the premises are open.
15. The number of persons admitted to the premises must not be more than the building or part thereof can properly accommodate. The hirer is responsible for ensuring that any activity does not restrict the use of passages, staircases, exits, etc.
16. The persons responsible for the conduct of the meetings, dances or other functions must take precautionary measures at every meeting to avoid damage to school property. Parking facilities, where available, are at owner's risk and are free of charge.



17. Where the premises are used for a public performance the person hiring the school will be responsible for satisfying the requirements of licensing for stage plays.
18. Taking vehicles onto or parking on grassed areas is strictly forbidden. Particularly important with car boot sales that parking on the hard surfaces only is allowed. Any damage will be charged to the hirer including cleaning and disposal of litter left behind.
19.
 - (a) Permits for the use of gymnasia, sports halls, baths, fields and any other part of the school premises in which it is proposed to engage in physical activities, will be issued only when a person, appropriately qualified to teach and supervise the activity, will be in charge throughout the period of hire.
 - (b) A qualified life-saver must be present at the side of the baths throughout the whole period of hire of a swimming bath.
 - (c) No school gymnastic apparatus, other than wall bars, fixed goals and mats may be used without the specific consent of the Head Teacher because of the possibility of damage to premises and equipment.
 - (d) No footballs may be kicked in the gymnasia without the approval of the Head Teacher.
20. Any equipment or materials which may constitute a danger to the hirer, or other persons or the premises may not be brought into the school (eg inflammable or toxic materials, substances or equipment). Any equipment found to be faulty should be removed from use immediately and a member of the school site management staff informed.
21. Prior to any letting for the hire of school premises involving the participation in Martial Arts or similar activities being accepted; the following must be provided:
 - (a) Details of affiliation to the relevant Body;
 - (b) Legal liability cover for a minimum of £2 million; and
 - (c) Copies of Licences held by all coaches.



Acceptance of such lettings are subject to the confirmation of the above by the Head.

22. **On entering the building the hirer must examine the Fire Regulations posted at the fire alarm point nearest to the accommodation to be used and ensure that these are understood.**

The Caretaker/Site Manager is expressly instructed by the Council to ensure that hirers observe the regulations set out above.



Application for Hire of Education Premises LETT2

Name of Establishment/
Organisation:

Full Name and Address of Hirer

Email Address:

Daytime
Telephone No:

Mobile Telephone
No:

Purpose of Letting:

Date(s) of Use:

List ALL dates

Times:

Accommodation Required

	Number Required		Number Required
Hall (Small/Medium/Large)		Sports Hall	
Gym		Cloakroom	

Classroom

Other (Please Specify)

Playing Field

Chairs

Playground

Tables

Swimming Pool

Piano

Toilets are provided free of charge.

I ~~do~~/do not require caretaker to set out chairs.

*please denote

In consideration of this application being granted I agree to pay Sandwell Metropolitan Borough Council on demand hiring fees in accordance with the scale of charges and regulations for Hire of School Premises, a copy of which has been supplied to me, and I undertake to comply with the said regulations. I also agree to pay Sandwell Metropolitan Borough Council the amount of any damage which may be occasioned to the property of the Borough and to indemnify them from and against all actions, claims, demands, losses, costs, damages and expenses which may be brought or made against them by any person in respect of any injury or damage sustained by them in consequence of or arising out of the use of the said accommodations a result of this application. I am over 18 years of age.

I certify that all adults working with children or vulnerable adults have had the necessary CRB checks as per the certificate numbers provided below:-

Name of Organiser

CRB Certificate No

Signed:

Date:

Position in Organisation:

Signature of Witness:

Name and Address of Witness:

This form should be returned to the Establishment hired.

For Office Use

Authorised Head Teacher:

Accepted Site Manager:

Appendix E



Calculations of Letting Charges - An Example

Name of Establishment/
Organisation:

Super Slimmer

Full Name and Address of Hirer

Mrs W Smith

42, The Street, The Town, The Postcode

Email Address: **wsmith@email.co.uk**

Daytime
Telephone No:

0121 55X 212X

Mobile Telephone
No:

07285 33678X

Purpose of Letting:

Slimming Club

Date(s) of Use:

**4 Sept 201X to 4 Dec 201X
(Every Saturday – 13 dates
except half term)**

Times:

**From 7.00pm to
9.00pm**

Accommodation Required

	Number Required		Number Required
Hall (Small/ ~~Medium~~ / ~~Large~~)	1	Sports Hall	
Gym		Cloakroom	
Classroom	2	Other (Please Specify)	
Playing Field		Chairs	60
Playground		Tables	1
Swimming Pool		Piano	

Toilets are provided free of charge.

I ~~*do~~/~~*do~~ not require caretaker to set out chairs.

*please denote

Calculation of Letting Charge

A. Accommodation Charges

Accommodation	Charge Per Hour	Hours of Use	£
1 Small Hall	£6.69	2	13.38
2 Classrooms	2 x £4.41 = £8.82	2	17.64
Total Accommodation Charges			31.02

B. Other Charges

Description of Charge	£
60 Chairs @ 60 pence per dozen	3.00*
1 Table @ 25 pence each	0.25*
Sessional Charge	13.42
Total Other Charges	16.67

C. Concession

Sum of A + B	x	Concession Rate	=	Charge Per Letting
£31.02 + 16.67		N/A		£47.69

D. Total Net Charge for Letting

Charge per Letting	x	Number of Times Let	=	Total Net Charge
£47.69		13		£619.97

E. VAT (Where Applicable)

Amount Subject To VAT	x	VAT @ 20%	=	VAT Charged
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$£3.25^* \times 13 = £42.25$		20%		£8.45
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F. Total Gross Charge for Letting

Total Net Charge	+	VAT (Where Applicable)	=	Total Gross Charge
£619.97		£8.45		£628.42



Specimen Copy of VAT Regulations

1. Supply of Chairs and Tables

If there is a separate charge made for the hire of chairs and tables it is subject to VAT at the standard rate. However, where chairs and tables are provided inclusive of the accommodation charges the supply is exempt.

2. Letting of Premises for Sport and Physical Recreation

The letting of facilities designed or adapted for playing any sport or taking part in physical recreation is subject to VAT at the standard rate.

However, the letting of such facilities may be exempt from VAT if:

The letting is for over 24 hours or

There is a series of lettings to the same body over a period of time.

This section explains in detail the conditions which must be met for exemption to apply.

(a) Facilities for Sport of Physical Recreation

Premises are defined as sports facilities if they have been designed or adapted for playing sport or taking part in physical recreation.

(b) Single Lets – 24 Hour Rule

Single lets of sports and physical recreation facilities for a continuous period of over 24 hours to the same person are exempt from VAT provided the person to whom they are let has exclusive control of them throughout the period of the letting.

(c) Series of Lets

The letting of sports of physical recreation facilities is exempt from VAT if the facilities are let out for a series of sessions provided the following conditions are met:

The series consists of 10 or more sessions

and

Each session is for the same sport of activity

and

Each session is in the same place.

and

The interval between each session is at least a day and not more than 14 days. Lettings for every other Saturday afternoon fulfils this condition but there is no exception for longer intervals than 14 days which may arise through closure for example public holidays, school holidays.

and

The series is to be paid for as a whole, and there is written evidence to that effect. This must include evidence that payment is to be made in full for the series whether or not the right to use the facility for any specific session is actually exercised. A formal agreement, exchange of letters, or an invoice issued in advance requiring payment for the sessions specified on the invoice would be sufficient evidence. Provision for a refund in the event of the unforeseen non-availability of the facility would not break this condition but provision for a refund in any other circumstances would.

NB: Providing the hirer with details of the full cost of the charges on the white copy of the permit and the hirer's written agreement that the charge is to be paid in full satisfies this condition.

In addition the fact that the series is subsequently paid for in instalments had no bearing on the VAT liability of the supply. The important point here is that the series of lets must still be paid for even if the hirer cancels the session.

and

The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations (such as a local league).

and

The person to whom the facilities are let has exclusive use of them during the session.

- (d) **Sports Facilities etc. Let other than for Sports or Physical Recreation**
The letting out of premises designed or adapted for playing sport or taking part in physical recreation for other purposes – for example a sports hall let for a wedding or a religious meeting – is exempt from VAT.

**The Council's VAT Registration Number is
281 2856 47.**



Payments by Instalment

LETT4

Name of School:

Name of Hirer:

Address of Hirer:

Total Cost of Letting £

Permit Number:

Number of
Instalments:

Amount to be Paid per Instalment
£

Date Due	Date Paid	Amount Paid	Receipt Number	Balance Outstanding



Authorised By:

(Head Teacher)

Agreed By:

(Signature of Hirer)



Out of school hours- Fire procedures

Procedure for calling the fire service

On hearing the alarm immediately contact the Fire services on the emergency number 999 (Dialling 9 to obtain an outside line if calling from a phone within the school).

How to respond to call challenging from fire control

When speaking to the fire service, they will try to establish whether or not to respond. This enables our fire control operators to ask relevant questions of the responsible person at the premises and, if then necessary, send the appropriate resources to save life and protect property. This is known as 'call challenge'. You will need to respond to them giving them as much information as possible. This is to try and stop false call outs.

Fire extinguisher locations

Entrances to halls – shown on the map

Emergency assembly point

See emergency evacuation route for your nearest assembly points

Emergency Procedures in Event of a Fire

Should fire break out in the school, it will your responsibility to:

- Raise the alarm using nearest break glass (the alarm is a continuous siren sound)
- Evacuate the school
- Check all pupils/visitors are out of the building

All staff/hirers/visitors should be aware of their nearest exit not only in their classrooms but other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff/hirers should take time to familiarise themselves with these plans.

Grove Vale Primary School – Fire Evacuation Route

