



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

LETTINGS POLICY

The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.

The hirer must be willing to meet with the Site Supervisor and Headteacher and provide details of their lettings requirements.

The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.

Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise. This person must also sign the key holder agreement.

The Headteacher and/or Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.

A Diocesan Hiring Agreement must be completed by all applicants and approved by the Parish Priest

No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting)

Insurance

Any group, organisation or company that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be provided prior to the start of the hire. The hirer is also responsible for ensuring the insurance is renewed annually and that a copy of the new certificate is provided to the school office at the time of each renewal. The hirer must ensure that their policy does not lapse due to non-payment or non-renewal.

Health and Safety

All hirers must comply with health and safety legislation. Hirers must familiarize themselves with fire exits and fire evacuation procedures at the premises.

Smoking is not allowed on the premises in line with school policy.

No alcohol must be consumed on the premises.

No portable cooking equipment must be used on the premises.

Safeguarding and Child Protection

The hirer is responsible for ensuring that adequate safeguarding arrangements are in place and that DBS checks have been undertaken, where appropriate, where children and/or vulnerable adults are attending the groups. The hirer must provide the school with a Written Agreement of Safeguarding Responsibilities for a Third Party Provider using a School Site (LCC Safeguarding template). This information will be vetted by the Headteacher.

Fees and Payment

Arrangements for the payment of each letting will be made in advance with the hirer concerned. The amount charged for lettings will be reviewed annually by the Governors; Charges are as per this policy.

Charges with effect from 1 November 2019

Regular/Long Term Lettings

For regular long-term lettings for groups within the community, the following rates will apply:

Keyholder: £25.00 per hour
Non Keyholder: £35.00 per hour

Equipment Storage: An annual fee of £30.00 would be payable for any groups requiring storage facilities on the premises. Charities and faith groups may be exempt from the storage fee charge at the discretion of the Headteacher.

Private Hire

Children's birthday parties: (St Joseph's pupils only and subject to a staff member being available to open up/lock up).

£50 per two hours' hire (hirer will be allowed 30 minutes either side of the two hours for setting up and clearing away, and this is included in the price)

Staff

£15 per hour – staff member to open up and lock up.

Cancellation

Cancellation of sessions will only be allowed if a minimum of one month's notice is given. The school reserves the right to disallow the hirer access to the facility if payments are outstanding. In instances where the hirer is not allowed access to the facility due to non-payment, then fees for those sessions will not be refundable.

Approved by	FGB
Date	November 2025
Review	November 2026