"Achieving The Best For All"

Lettings Policy

Name of Headteacher:	**Tom Johnston**
Date Policy approved and adopted:	**Sept 2026**
Date Due for review:	**Sept 2027**

Equality at Merdon Junior School

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

1. **Procedure for Arranging and Cancelling a Hire**

The school will provide a clear, accessible application form and guidance on the website and school office to support hirers in submitting requests. Confirmation of bookings will be provided in writing within 5 working days. The School reserves the right to cancel any hire without notice. Every effort shall be made to give reasonable notice to a hirer, and, whenever possible, alternative facilities offered. A hirer may cancel a hire by giving at least 7 days notice prior to the booking, cancellation after this time will incur a charge 50% of the booking fee. Except where otherwise agreed in the case of a series of letting of sports facilities, the full charge paid shall be reimbursed provided that written notice of cancellation is received by the school, at least seven days before the period of hire.

2. **Insurance**

The County Council has an insurance policy which covers lettings in aided, county, controlled and special agreement schools. Where Parent Teacher Associations are making use of school premises under the provisions for free lettings for this purpose, it is important that the use is booked as a letting to ensure that the insurance cover applies. The insurance operates only for the duration of lettings taking place under the provisions of the lettings regulations. It is a Public Liability policy and covers the legal liabilities of the user(s) for:

a) Bodily injury to persons other than by members of the using organisation as a result of its activities;

b) Loss of, or damage to (i) the County Council's property and equipment and (ii) members of the using organisation's personal property; subject to an excess of £100 in respect of any loss of, or damage to property caused other than by fire or explosion i.e. the hirer must meet the first £100 of each and every claim. The limit of indemnity is £1,000,000 in respect of any one incident.

3. Activities

For children: For these activities, a hirer shall ensure that an appropriate number of responsible adults are present, meet current DBS regulations and are in charge throughout the whole period of hire. The school requires evidence of current DBS checks for every adult and of the relevant qualifications for the delivery of the provision whilst children are on site. If a replacement coach or adult is sent to the school with short notice, qualifications and proof of identity and DBS must be produced prior to entrance to the school.
Lettings concurrent with children on site: Hires to unchecked groups of adults will not be allowed while children are on site.

4. Music, Dance, Drama, Films, Gambling and Public Entertainment

A hirer shall conform to the detailed provisions - relating to the use of the School's premises for music, dance, films, gambling or public entertainment. The school will

provide hirers with detailed guidance on licencing and legal requirements for public entertainment activities and will require proof of appropriate licences prior to the event.

5. Priorities for Bookings

Where a conflict arises over the use of the school the following priorities will be followed:

a) official school activities;

b) events aimed specifically at school pupils and/or staff such as The Merdon Association;

c) regular school users;

d) events which will include, but not limited to, children of the school;

e) community groups;

f) private functions.

6. The School reserves the right to refuse any booking.

7. Responsibilities of the Hirer

a) The Site Manager, or their delegated deputy, is responsible for the premises during the lettings period. As such hirers must adhere to all their reasonable instructions.

b) Hirers are responsible for leaving the room(s) they use in a tidy state at the end of their let.

c) Due care must be given to equipment left out in the room(s) hired.

d) No school equipment should be moved without consultation with the Site Manager, or their delegated deputy. Any equipment moved must be returned to its original position by the hirer.

e) The hirers must ensure their group only uses those room(s) they have been given permission to use.

f) Damage caused by negligence or irresponsible behaviour will be charged to the hiring group.

g) Hirers must be realistic in the timing of their bookings. Any overruns, including time taken to clear up, may, at the discretion of the school, be charged double the agreed hourly rate.

h) Hirers are responsible for obtaining all the necessary licenses and permits for their activities.

i) Adhere to the school's Safeguarding procedures by;

- Ensuring that all adults meet DBS regulations.

- They have their own Child Protection Policy (copy to be provided to the school)
- Staff are trained to at least level 2 (e.g. course 'Safeguarding for all staff in Childcare Settings (CSYC0001)'
- The hirers have a mechanism in place to inform the school of any concerns noted during their provision
- Hirers must provide evidence of their safeguarding policies and procedures, including staff training records, prior to the commencement of the hire. The school reserves the right to conduct safeguarding audits during the hire period

We expect the hirers to confirm this in writing using the school's format.

8. Disputes

These will, in the first instance, be referred to the Head Teacher and thereafter to the Governing Body.

9. Charges

The rates for hiring out different areas are set out below. 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 school will review charges annually in consultation with the Governing Body and consider affordability for community groups, particularly those supporting disadvantaged children.

The following scale of charges will apply. These will be effective immediately, except for existing regular hirers where the notice period will be applied.

Community groups connected to the school

Charge per hour	Hall	Computer Suite	Outdoor Classroom	Field	Playground	Community Room
Mon – Friday	£16	£16	£16	£16	£16	£16
Weekend	£25	[redacted]	£20	£25	£16	£21

Other hires

Charge per hour	Hall	Computer Suite	Outdoor Classroom	Field	Playground	Community Room
Mon – Friday	£25	[redacted]	£19	£25	£18	£19
Weekend	£30		£24	£30	£18	£24

a) The minimum charge for indoor activities will be the applicable Hall rate where there is no concurrent use of the building.

b) The rates shown are exclusive of VAT. This will be payable unless certain conditions laid down by HM Revenue and Customs are met. The conditions laid down by HM Revenue and Customs for hires of sports facilities to be exempt from VAT include a requirement that the booking covers a series of lettings extending over a period of generally three calendar months and consisting of at least ten individual hire periods normally occurring not less frequently than once a fortnight. In addition hirers must agree to make payment in full whether or not the option to hire is actually exercised on a particular occasion. Full details on these provisions are available from the School. Any charges that are not covered by the tables above shall be determined by the School.

c) A hire approved for a public holiday may be charged at double the rates shown.

d) Commercial Activities' are defined as those organised by private individuals or companies where fees are charged

to participants and profit is made. The school reserves the right to determine commercial status on a case-by-case basis.

e) The School reserves the right to receive payment in full in advance of any booking
f) Charges will be reviewed as detailed in the Hire Agreement on annual basis.

10. Monitoring and Evaluation of Lettings

The school will monitor lettings usage, satisfaction, and incidents annually. Feedback from hirers and the school community will inform ongoing improvements to the policy and practice.

Evaluation and Review

Date of Ratification	Sept 2026
Date for Next Review	Sept 2027
Comments:	