



Courtney Primary School

Nurture, Inspire, Flourish.

Lettings Policy

Date Reviewed: March 2026 **by** Claire Hilleard

Date Ratified: 19th March 2026

Review Date: March 2027

Signed by: Georgina Scott & Governors

Position: Head Teacher & Governors

Introduction

1. This document is a statement of rationale, purposes and broad guidelines for implementation of Lettings at Courtney Primary School.

Rationale

2. It is the intention of the Governing Body of Courtney Primary School to permit lettings in the School where they support the LA and the local community.
3. The Governing Body has delegated authority to the Resources Committee for all aspects of Lettings.

Purpose

4. To provide the Governing Body and hirers with a clear understanding of their responsibilities.
5. To set a consistent approach to lettings.
6. To maximise the effective use of the School's hall, grounds and playing field to the benefit of the School and its community.
7. To use any profit to the benefit of the education provided for the pupils who attend the School.

Procedure

8. All applications must be submitted using the School's Lettings Initial Request Form **(Appendix 1)** and must be completed in full. Failure to do so may result in the application not being approved.
9. All applications must be completed before the proposed date of use. Where the proposed date of use falls within a school holiday, the application must be submitted before the commencement of the holiday period.
10. The hirer must personally sign the application form and may not assign or sub-let the premises or grounds hired.
11. The hirer and any members of their staff must provide a form of ID to accompany the application form and this must be seen and approved by a representative of the school and attached to the Lettings form on submission.
12. A copy of insurance cover of the applicant, risk assessment of the premises that they have undertaken, assurance that DBS checks of the applicant and staff members that will be using the facility have been undertaken and any qualifications required by staff must also accompany the application form (please see bottom of Application form for summary of required documentation).
13. All lettings must be approved by the Resources Committee of the Governing Body who retains the authority to make the final decision on the approval or cancellation of any letting.
14. The terms of the Letting will then be set out on the School's Letting Hire Agreement Form **(Appendix 2)**.

15. The Resources Committee of the Governing Body may cancel any letting at any time, but either the fee paid will be refunded or an alternative date offered, except in the case of misconduct.
16. The Resources Committee of the Governing Body must be advised of any changes to the letting arrangement in advance of the change.
17. No letting shall be considered approved or any change confirmed until done so in writing by the Resource Committee.
18. No person or persons shall use the premises or grounds covered by these regulations without a current approved Lettings Form. Any person or persons who knowingly acts in contravention of this regulation will be charged at the appropriate rate and may be refused permission to use any of the School's facilities in the future.
19. The Resources Committee reserve the right to impose special conditions in respect of any letting, series of lettings or class of lettings in order to protect its employees or property. The Resources Committee, in consultation with the LA, may exercise this right on behalf of the Authority or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on behalf of the LA to be desirable including (without prejudice to the generality of the foregoing) requirements as to fire precautions; security of persons or premises; the employment of security or other staff; the exclusion or admission of any person, persons or of any animal or equipment. The hirer may treat any special condition imposed after the booking as being accepted as a cancellation under regulation 12.
20. All the terms set out in the Terms and Conditions section of the Letting Hire Agreement Form should be included in any letting agreement. Terms and Conditions of hire may only be amended with the approval of the Resources Committee.
21. Where keys are to be provided to the Hirer, the Hirer will receive training on how to operate the school's security system and how to lock the building securely. The Hirer must sign the **Keyholding Undertaking** at Appendix 3.

Appendix 1

Courtney Primary School - Lettings Application Form



Part 1: APPLICATION DETAILS

(to be completed by the applicant)

Name of Applicant Telephone

Address

Name of Organisation

Is your organisation a community group or is your application based on a commercial basis?
(delete as appropriate) Community/Commercial

Name of Event

Facilities required	Purpose of Hire	Day of Week	Dates and times required (Please allow time for preparation and cleaning up)			
			From	To	From	To

Do you wish the letting to continue through the school holidays? Yes/No
(delete as appropriate)

Will you be applying for a licence? Yes/No
(delete as appropriate)

Please state any special facilities/school equipment required

Details of any Electrical Equipment to be brought in to the premises.....

Maximum Number of Participants:.....

Relevant Qualifications of Supervising Adults.....

I personally agree to be responsible for the fee charges in respect of this letting and I will observe the conditions overleaf, which I have read.

Signature of applicant Date

The following information should be provided with this application:

- A copy of the applicant's insurance cover
- A copy of the applicant's Risk assessment of the premises
- DBS checks of the applicant and staff members that will be using the facility
- Any qualifications required by staff must also accompany the application form such as first aid training, proof of designated safeguarding lead, Child Protection Policy.

Part 2 **APPROVAL DETAILS** (for school use only)

I recommend that this application is approved/not approved

Comments:

£5m Public Liability Insurance Certificate seen YES/NO

Copy to be kept with booking form

Signed Date

Appendix 2

COURTNEY PRIMARY SCHOOL - SCHOOL LETTING – HIRE AGREEMENT



This Agreement is made on the Day oftwo thousand and.....

Between:

a) The Governing Body of Courtney Primary School, Courtney Road, Kingswood, Bristol, BS15 9RD
and

b) The Hirer:

Address:

Tel No:

1. Areas of the school to be used:.....

2. Specific Nature of Use:

3. Maximum Attendance:

4. Details of any School Equipment to be used:

5. Name of any pre-agreed Key Holder.....

6. Date(s) of Hire:

7. Period(s) of Hire:

8. Fee per session: £

9. The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above upon payment of the fee specified.

10. The Hirer accepts all the terms and conditions of hire as set out in the attached Terms and Conditions.

The Hirer's attention is specifically drawn to the indemnities contained in the T&Cs and the need to obtain suitable insurance cover for any loss, damage or injury.

Where the Hirer has approval to be a key holder, their attention is drawn to the conditions of key holding and the accompanying indemnities.

Signatures:

The Hirer

On behalf of the Governing Body.....

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES

All terms and conditions set out below must be adhered to. The "Hirer" is the person making the application for a letting and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful background.

The Hirer shall not sub-let the premises to another person.

Priority of Use

The Headteacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

Health and Safety

1. The hirer will be responsible for ensuring that all activities take place in a safe manner.
2. The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.
3. The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
4. The hirer must familiarise themselves with the emergency procedures for fire and first aid, and carry them out to the best of their ability.
5. It is the responsibility of the hirer to obtain any license for the sale of drinks at an event. This must be first agreed with the head teacher and a copy of the license given to the school.
6. Smoking is not permitted in any part of the school or its grounds.
7. No food is to be cooked or consumed on the premises without the agreement of the head teacher. If food is to be cooked, the caterers must have an up to date Food Handling Qualification.
8. It is the responsibility of the hirer to ensure that they provide adequate supervision to prevent unauthorised persons from entering the premises and to ensure that guests are restricted to the area hired for the function.
9. The hirer should contact the Headteacher via school if any additional services are required or if a service is inadequate (eg heating not warm enough).
10. It is the responsibility of the hirer to complete their own risk assessment having due care to the regard of the nature of the event/activity, the equipment being used, the age of the children/adults taking part and the premises being utilised. A copy of the risk assessment must be attached with the application form.
11. It is the responsibility of the hirer to check the qualifications of those supervising activities that are considered to be of a hazardous nature (eg. karate, gymnastics, judo etc) or where the club/organisation is for young people under the age of 18. A copy showing proof of this must be attached to the application form.

External Organisations working with children

12. If the Hirer is working with children they must follow the guidance issued in Working Together to Safeguard Children 2015.
13. It is the responsibility of the hirer to arrange the vetting (DBS for persons over the age of 16) of those teaching or supervising activities involving young people under the age of 18. A copy showing proof of this must be attached to the application form.
14. The Hirer will be expected to show they have robust Safeguarding arrangements in place and that there is a named "designated person" for referring Child Protection and Safeguarding concerns.
15. Where the hirer is providing sporting activity or coaching, valid and current First Aid certificates must be in place when the school's First-Aiders are not present.
16. The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.
17. The school must be made aware of any safeguarding concerns that become apparent during the course of the lease.
18. Courtney Primary School pays due regard to the Prevent Duty 2015 and as such will not hire or lease school premises or facilities to groups that have extreme ideologies, viewpoints or links. If the school becomes aware of a Prevent concern regarding a group or individual using the premises and facilities or applying to do so, they will report their concerns through 101, through Children's social care or Adult services or through any other official reporting routes available to them."

Care of the Premises

19. The hirer is required to pay the Governing Body the cost of making good any damage to the property and/or equipment, which may be the result of a letting.
20. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the Governing Body for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
21. No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfaced with, unless this was approved as part of the Application process. Responsible adults must supervise the use of any equipment that has been approved and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using and for the equipment's safe and appropriate use.
22. Standing on seats, furniture, windowsills, etc, is not permitted.
23. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements, which require no permanent fixings which would damage or disfigure any part of the premises.
24. Chalk resin or polishing materials may not be used on floors.
25. Any electrical equipment brought into the School must either have a certificate of safety from a qualified electrical engineer or be inspected by the LA. The intention to use any electrical equipment must be notified on the application.

Insurance

26. It is the responsibility of the hirer to effect whatever insurance he/she considers he/she requires to cover his/her liabilities. Insurance effected by the Governing Body does not extend to a hirer's liabilities. South Gloucestershire Council's Public Liability Policy will not provide an indemnity to other than the Council.
27. All hirers must have adequate Public Liability Insurance of at least five million pounds to cover all their legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed giving details of the Insurers, the limit of indemnity and the expiry date of the policy.

Charges

28. Payments are to be made within 15 days of receipt of invoice by cheque or BACS with the reference and account codes quoted on the invoice.
29. Charging rates will be determined and reviewed annually by the Resources Committee of the Governing Body and shall be liable to change.
30. The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Resources Committee of the Governing Body on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days notice either way is given. It is the Hirer's responsibility to notify participants in writing (where appropriate) of any changes in dates or venues or cancellation at least a week in advance.
31. In cases where the incorrect charge has been quoted, the Governing Body reserves the right to charge the correct rate, although the hirer may consider the letting cancelled in accordance with regulation 12.
32. The Resources Committee of the Governing Body does not undertake to refund any charge on cancellation of the booking by the hirer, unless advance notice of the cancellation has been given to the Resources Committee of the Governing Body.

Cancellations

33. The Resources Committee may cancel any letting with a 2 month period of notice.
34. This notice period will however be negated if the terms and conditions of the agreement are not complied with and the Resources Committee will cancel the letting agreement with immediate effect.
35. A 2 month notice period will be expected from all hirers in relation to cancelling a long term, repeat booking.
36. If appropriate, any fee paid will be refunded or in the case of a cancellation, an alternative date offered.

Security

37. The Governors may hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled.

38. Alternatively, the Resources Committee may approve for the Hirer to be a key holder and operate the security system. The Hirer will receive training on how to operate the School's security system and how to lock the building securely. The Hirer will not pass the keys to any other person without direct permission of the Governing Body of the school. The Hirer will be responsible for any fees incurred by the School as a result of the alarm malfunctioning or being improperly activated by the Hirer, their staff or participants.

Right of Access

39. The Governing Body reserves the right of access to the premises during any letting. The Headteacher or members of the Governing Body from the Resources Committee may monitor activities from time to time.

1. Charges as at the 1st March 2026

	Community Rate		Commercial Rate	
	Evenings & School Holidays (Mon-Thurs)	Weekends & Public Holidays (Fri-Sun)	Evenings & School Holidays (Mon-Thurs)	Weekends & Public Holidays (Fri-Sun)
SCHOOL HALL				
Rate for 1 hour booking	£30.00	£40.00	£40.00	£55.00
Rate for 2 hour booking	£40.00	£50.00	£50.00	£65.00
Rate for 3 hour booking	£50.00	£60.00	£60.00	£75.00
Whole Day	£110.00	£130.00	£130.00	£140.00
SCHOOL GROUNDS				
Hard Surface Area:				
Per Hour	£30.00	£40.00	£40.00	£50.00
Playing Field:				
Per Hour	£30.00	£40.00	£40.00	£50.00
Per match (football etc)	£35.00	£45.00	£45.00	£60.00
Car Park Only (evening or half day)	£45.00	£50.00	£50.00	£65.00
CLASSROOMS				
General Classroom with interactive whiteboard	£25.00	£30.00	£30.00	£35.00
Per Hour				
General Classroom with no equipment.	£20.00	£25.00	£25.00	30.00
Per Hour				
Other Charges:				
Kitchen Facilities	£20.00 per booking			
Unlock/Lock Premises	£25.00 per booking			

Regular or otherwise favored hirers may be accorded preferential rates. Such rates will be decided on negotiation with the Resources Committee.

Overview of Terms & Conditions (which should be read alongside full terms & conditions on booking form)

- 1.1 A deposit of £10 towards the cost of hiring facility will be required, and if so, it should be sent 10 working days prior to date of hire.
- 1.2 The Resources Committee does not undertake to refund any charge on cancellation of a booking by the hirer, unless 14 days' written notice of the cancellation has been given in writing to the Resources Committee.
- 1.3 The school will be fully reimbursed for any damage to its property.
- 1.4 The facility used is to be left in a clean and tidy condition.
- 1.5 Appropriate footwear to be worn. No stiletto heels or sports boots with studs allowed in the school
- 1.6 Public Liability Insurance Certificates will be requested before any booking can be confirmed.

Appendix 3

KEY HOLDING UNDERTAKING



We,[Full name]

AND[Full name]

Confirm that we have taken possession of door keys and alarm fob on

.....[Date]

We confirm the following:

- We will not pass the keys to any other person without the direct permission of the Governing Body of the School.
- We will be responsible for the keys at all times. Among other security measures, we will not put the name of the school or any other identifying feature on the keys and we will keep them in a safe place when they are not in use.
- We will notify the school immediately if the keys are lost or stolen.
- We will be responsible for any fees incurred by the School as a result of the alarm malfunctioning or being improperly activated by us, our staff or our participants.
- We will liable for any loss or damage incurred by the school resulting from the loss or theft of this set of keys.

Signed.....[signature].....[full name]

Signed.....[signature].....[full name]

Dated.....