



“Happy Together, Growing Together, Aiming High.
Every Day, a learning adventure.”

Denmead Infant School – Lettings Policy

Introduction

The Governing Body have agreed to supplement the budget by encouraging the use of school premises by making them available for Community use. However the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils. Any lettings to the school premises will only be considered with this in mind.

Charges

These will be agreed on an individual basis on determination of facilities required.

Applying to use the School

Written applications (forms available on request) should be made to the Headteacher (via the School office) whose decision is final. However discussions will be held with the appropriate member of the Governing Body before any letting agreement is entered into. The Headteacher and Governing Body have the right to refuse any letting and no letting should be taken as agreed until the terms are set and the agreement is signed.

Letting Agreement

Once the letting has been approved a letter will be sent to the Hirer including the Terms and Conditions and the Lettings Agreement. This will need to be completed and signed to confirm the booking

The named person on the agreement is responsible for the booking. The named individual on the agreement will be invoiced for the cost of the letting. Payment should be made in advance of the hire or as laid down in the agreement for longer lettings

If it is a general letting then it is exempt from VAT. If the hire of the facilities includes use of any equipment other than tables and chairs e.g. sports equipment or similar then the letting fee is liable to VAT at the Standard rate

Termination of Agreement

The Headteacher or Chair of the Governing Body, has the immediate power to terminate any letting agreement relating to the hire of school premises should any of the terms and conditions fail to be complied with.

Safeguarding

The Hirer shall ensure that when a hiring involves activities aimed at children/young people, they have the appropriate safeguarding policies and procedures in place. They will ensure all their staff have been subject to Enhanced Disclosure and Barring Service checks (DBS) and all other relevant safeguarding and employment checks.

The school reserves the right to see these checks and also the safeguarding procedures that are in place. The Hirer is responsible for carrying out Risk Assessments as required.

Legal Liability

The Hirer is required to accept responsibility for damage to premises and its furniture and equipment and for third party claims involving injury to person/s and or damage to property Insurance. The minimum limit of Insurance is £5 million for low risk activities

Details of Insurance cover required are available from the school.