

Pirbright Village Primary School



Lettings Policy

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Reviewed	Biennially
Next Review Date	Summer 2026

POLICY STATEMENT

This document is a statement of the aims, principles and strategies used for dealing with lettings at Pirbright Village Primary School.

The letting of the school premises by the community is welcomed, subject to the following conditions:

- The needs of the school will take priority over lettings.
- The Senior Leadership Team has the right to refuse any request for hiring.
- All lettings must have a current letting agreement in place, signed by both parties
- All lettings must comply with the Learning Partners Academy Trust's finance policy
- The acceptance of an application to use the school's facilities does not imply support for the views expressed by the individual or group
- No person wishing to let the school premises will be discriminated against on the basis of race, ethnicity, age, culture, gender, sexual orientation, ability or religious belief
- The Senior Leadership Team will set charges for lettings guided by these principles and determine the lettings administration. This includes;
 - a) Use of the school premises by the school or on behalf of the school (e.g. The Friends of Pirbright School) is not subject to the charging elements of this policy
 - b) Lettings to bona fide community groups may be charged at cost, to cover caretaking, energy, wear & tear and administration.
 - c) Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
 - d) The school's bungalow may be let for residential purposes to the site manager at rates and terms appropriate to the situation
 - e) When setting charges, the following will be considered:
 - Heating and lighting costs
 - Additional security or caretaking staff required
 - Cleaning costs
 - Administrative costs
 - Cost of equipment hire and/or equipment wear and tear
 - f) A deposit may be requested for certain lettings and are non-refundable, except in exceptional circumstances approved by the Head.
 - g) Standard rate VAT may be payable in certain circumstances.
 - h) Charges for lettings will be reviewed annually. The current rates for new hires are listed below.
 - i) The Senior Leadership Team is aware of its responsibilities for safeguarding children and so, when letting out the school premises, have due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation
 - j) The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
 - k) All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations. A copy of the users Risk Assessment must be provided and kept on file in the school.
 - l) All hirers must carry sufficient Public Liability insurance. A copy of the insurance policy must be provided and kept on file at the school.
 - m) The school has a 'No Smoking/Vaping' policy, there will be no smoking or vaping on the school site. Which includes the driveway and school entrances.

SAFEGUARDING

Pirbright Village Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of the school premises to share this commitment.

The responsibility for ensuring that safeguarding measures are in place rests with the hirer rather than the school. Where the hirer indicates that they will be working with children, they will be required to provide confirmation of the following (via a bridging letter) for all employees who may be on site during the letting:

- Clear enhanced DBS disclosures
- Employees are deemed suitable to be working in an environment with children
- Two satisfactory references obtained
- Any relevant professional qualifications are in place and have been checked
- Eligibility to work in the UK has been checked and verified
- Any overseas checks have been carried out if applicable
- Initial safeguarding training has taken place and periodic updates will be undertaken
- Declaration provided confirming no grounds for disqualification under the Childcare Disqualification Regulations 2009 (if applicable)

Where a DBS disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.

PROCEDURE

- Application for Private Hire of School Premises (Part A) form to be completed, signed and returned prior to letting.
- Part B will be completed by the school and returned to the applicant at which time they must sign to confirm that they have read and agreed to the Terms and Conditions.
- A letting will only be confirmed on receipt of the completed booking form.
- Payments for all block bookings will be made termly in advance and invoices will be issued by the school accordingly. No refunds would be given if the hirer is unable to fulfil their part of the lettings agreement.
- Payments for one-off lettings must be made in advance, on receipt of an invoice from the school
- Caretaker to be informed of the letting, opening arrangements and contact and the lettings calendar updated

**PIRBRIGHT VILLAGE PRIMARY SCHOOL
RATES OF HIRE**

Facility	Cost Per Hour / Part Hour
Classroom	£9 - £12
Library	£9 - £12
Hall/Art Suite/Music Suite	£15 – £20
Staff Room	By special arrangement
Playground / Playing Field (without markings)	£10 - £20 per session
Sports field with marking (e.g. Football Pitch)	£12.50 - £17.50 (minimum of 10 sessions)

Block bookings may be charged at the lower end of the range.

A caretaker charge can be added on top of the charges, depending on the circumstances.

APPLICATION FOR THE PRIVATE HIRE OF PREMISES

AT PIRBRIGHT VILLAGE PRIMARY SCHOOL



Part A (To be completed by the applicant)

NAME AND ADDRESS OF APPLICANT:	
CONTACT TELEPHONE NUMBERS:	
CONTACT EMAIL ADDRESS:	
IF ACTING ON BEHALF OF ORGANISATION, NAME AND ADDRESS OF ORGANISATION:	
NAME AND ADDRESS FOR INVOICE:	

Details of Facilities Required:(Y/N)			
Main Hall		Music Suite	
Art Suite		ICT Suite	
Kitchen		Classrooms	Number of classrooms
Staff Room		Football Pitch	
Library			

Other requirements for your hired spaces: <i>(please specify)</i>	
Equipment <i>(please specify)</i> :	
Purpose of Hire:	

For one off use, date required:		
Period of use (for regular use):	From	To
Day(s) of use		
Time of use		
Number of Sessions for Term 1 of 2025/2026 Academic Year		
Number of Sessions for Term 2 of 2025/2026 Academic Year		
Number of Sessions for Term 3 of 2025/2026 Academic Year		
Expected numbers:	Age group	

Applicant should fill in and return this form to school at sbm@pirbright.surrey.sch.uk

APPLICATION FOR THE PRIVATE HIRE OF PREMISES

AT PIRBRIGHT VILLAGE PRIMARY SCHOOL

Part B (To be completed by the school and returned to applicant)

CHARGE FOR THE PRIVATE HIRE OF FACILITIES	
FACILITY:	
	No of hours: <input style="width: 100px;" type="text"/> Rate per hour <input style="width: 50px;" type="text"/> £ <input style="width: 50px;" type="text"/>
	No of hours: <input style="width: 100px;" type="text"/> Rate per hour <input style="width: 50px;" type="text"/> £ <input style="width: 50px;" type="text"/>
	No of hours: <input style="width: 100px;" type="text"/> Rate per hour <input style="width: 50px;" type="text"/> £ <input style="width: 50px;" type="text"/>
	No of hours: <input style="width: 100px;" type="text"/> Rate per hour <input style="width: 50px;" type="text"/> £ <input style="width: 50px;" type="text"/>
Hire of Equipment:	Agreed Charge: £ <input style="width: 150px;" type="text"/>
Additional charges (<i>please specify</i>) :	£ <input style="width: 150px;" type="text"/>
TOTAL CHARGE FOR ONE SESSION:	£ <input style="width: 150px;" type="text"/>
TOTAL CHARGE FOR WEEK / MONTH / TERM:	£ <input style="width: 150px;" type="text"/>
ADDITIONAL INFORMATION	

Part C (To be completed by applicant on completion of Part B by the school)

I confirm that I have received and read a copy of the Terms and Conditions of Hire

I undertake to comply with the Terms and Conditions of Hire affecting the use of Pirbright Village Primary School Premises

I agree to the current hire charges and hereby undertake to be responsible for the charges and costs incurred

I have Public Liability Insurance with a minimum cover of £5,000,000 and have supplied a copy to the school

Signed: _____ **Position:** _____

Date: _____

Part C (To be completed by school if proposed hire is approved)

I confirm the approval of the Private Hire of Premises as set in Part A and B of this form

Signed: _____ **Position:** _____

Date: _____

CONDITIONS OF HIRE

Booking

1. The use of premises has to be restricted to the use and accommodation specified in the hire permit. The hirer should take all precautions to prevent any damage. If the hire is indoors, some footwear in particular can cause damage to floors and persons wearing such footwear will not be permitted to enter the premises. The hirer is required to pay for any breakages, losses or damage to property arising out of the letting.
2. Hirers must start and finish their sessions at the time specified on the Application Form.
3. The school grounds, buildings, furniture and equipment are the day-by-day surroundings for the students of the area. Within the limits of resources available, the school staff and governors keep these facilities to the highest possible standard in the interests of the students. Organisations and individuals using these facilities are required to maintain these standards. The premises must be left clean and tidy at the end of the letting period. Failure to do so may result in additional charges being imposed.
4. Representatives of the school shall at all times, have free access to the hired premises for the purpose of inspection. The Senior Leadership Team also reserve the right to cancel any letting in which case a proportion of the charges will become refundable. Long-term lettings will be given one month in advance in writing.
5. The Hirer must have £5m Third Party Liability Insurance cover when on school premises.
6. On occasions some rooms will be unavailable due to school activities such as parents' evenings or performances in which case alternative rooms will be offered to the Hirer, in advance of the letting

Payment

7. Payment Terms – payments for all continuous lettings will be made termly in advance and invoices will be issued by school accordingly. No refunds will be given if the hirer is unable to fulfil their part of the lettings agreement. Payments for one-off lettings must be made in advance, on receipt of an invoice from the school.
8. Any outstanding fees need to be PAID IN FULL before further bookings can be processed
9. Any additional cleaning costs must be met by the hirer.
10. If a cancellation is received more than 3 working days ahead of a fixture or letting NO charge will be made. If a cancellation is received with less than 3 working days' notice of the fixture or letting, the full charge may be payable. This applies to ad-hoc bookings only. Long term / fixed bookings only get a refund if the school cancels usage due to adverse weather conditions.
11. The charge for accommodation includes the use of furniture only within the room. In the event of the hirer requiring additional furniture a separate charge will be made according to circumstances. On the days when the school is in session articles such as pianos, tables, flowers etc may not be delivered to the school before 4.30 pm on the day of use unless arrangements for early delivery are made with the Site Manager. The Hirer should remove all chairs or other furniture, decorations and any other materials introduced into the premises, within an agreed reasonable time after the period of hire. If this is not done, the Senior Leadership Team will be entitled to remove and dispose of such items and the Hirer will pay the cost of removal (less the proceeds of disposal where relevant) on demand.
12. The hirer is responsible for the cost of repair or replacement resulting from any loss or damage to the school premises or equipment during the hiring (including all equipment or property), however caused or of whatever nature. All damage and/or accidents should be notified to the school immediately

Health & Safety

13. Public Safety
 - a. The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways passages and fire exits.
 - b. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.
14. There is no access to a public telephone.
15. Smoking/vaping is not permitted on the school grounds.
16. Dogs are not permitted on the school grounds, except for assistance dogs.
17. The Senior Leadership Team take no responsibility for first aid provision. Hirers are recommended to provide their own first aid cover at events.
18. The hirer will have access only to the particular area(s) let to them. (N.B. toilet facilities are available for all indoor lettings: the facilities which are closets to the room/area being hired should be used). In no case is access permitted to any other part of the premises, particularly areas set aside for specific use of staff.
19. The hirer must ensure the immediate evacuation of the premises if an alarm is triggered or when requested to do so by any member of the staff or the police or other emergency service in case of fire or other incident in any part of the premises or in or on any neighbouring land or premises or when any fire or other emergency drill is being carried out on the premises

Security of the premises

20. The hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use
21. Entrance to the School will be via the main entrance, unless otherwise directed, which will be opened by the School at an agreed time. The School keys will not be available to the hirer without prior agreement and this may require a returnable deposit to be made by the hirer. It will be the responsibility of the hirer to ensure that the school premises are secure during the time they are in use.

Safeguarding

22. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. It is a requirement that for all hirers involving groups working with children, appropriate level of disclosure has been obtained from the DBS for individuals working on the school premises. Where a DBS disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people. The hirer will be required to provide details of DBS checks prior to approval of the letting.
23. Where the hirer indicates that they will be working with children, they will be required to provide confirmation (via a bridging letter) for all employees who may be on site during the letting – please refer to the lettings policy for details.
24. The Childcare Act 2006 provides that a person who is disqualified under the Childcare (Disqualification) Regulations 2009 may not provide relevant childcare or be directly concerned in the management of such provision. It is therefore a requirement that all hirers providing relevant childcare under the Childcare Act 2006 have informed those individuals who would be deployed to provide or manage the childcare on school premises that they will be committing an offence if they do so whilst disqualified under the 2009 Regulations and that they must inform the hirer if they consider that they could be disqualified under the legislation. In the event of any individual providing such disclosure, the hirer is required to take appropriate action to ensure that no disqualified person is employed or otherwise provides services, with or without payment, in connection with relevant childcare provision on the school premises

Restrictions on hiring

25. Intoxicating liquor is not permitted to be sold to the public or supplied on educational premises without the express consent of the Senior Leadership Team, which they will not be obliged to give or provide reasons for refusal. Details of the licence for the sale to the public of intoxicating liquor will need to be available for inspection.
26. The sub-letting or sharing of the premises is prohibited.

Sports lettings

27. The hirer must ensure that the use of the playing field will not prejudice its use for normal school purposes.
28. Full supervision by a responsible adult with First Aid training must be undertaken whilst the field is being used
29. Motor vehicles must not be taken onto the school playing field
30. The hirer must remove all litter – failure to do so will result in a charge being made to the hirer for the cost of its removal. Clubs are expected to leave the pitch and the surrounding area litter free at the end of each game.
31. The school reserves the right to cancel continuous lettings by giving one month notice in writing to allow time for alternative venues to be sought
32. If excessive wear occurs to grounds, lettings will be suspended without notice so that remedial work can be carried out and appropriate monies refunded
33. No responsibility will be accepted by the Senior Leadership Team for any injury sustained by any player or official due to the condition of the pitch and bookings are only accepted on this basis. It is therefore in the Hirer's own interest to arrange appropriate insurance cover for its players and officials.

Performing Arts

34. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval. The Site Manager can advise.
35. Licences are generally required for:
 - a. Performing plays
 - b. 'Public dancing, music or other public entertainment of a like kind' under the Local Government (Miscellaneous Provisions) Act 1982
 - c. The Senior Leadership Team do not permit boxing tournaments, bingo or line dancing
 Hirers should ascertain whether or not a licence is required for these uses, or for any other use to which premises are to be put, and if so, to obtain and ensure full compliance with the necessary licence.
36. The premises are not licensed under the Cinematography Acts and no inflammable films or materials of any inflammable nature should be used.
When commercial sound recordings (gramophone records, tape recordings or CDs) are publicly used an application for a licence to use such recordings must be submitted to Phonographic Performance Limited, Evelyn House, 62 Oxford Street, London W1N 0an. Applications forms may be obtained from them on request.
37. Under the conditions of the Performing Rights Society, hirers of educational establishments are required to furnish details direct to the Society of 'all musical works, whether published or in the manuscript, performed at the premises locally, instrumentally or mechanically, at entertainments for which a charge is made'. A form can be provided which should be completed and forwarded direct to the Performing Rights Society Limited immediately after the letting has taken place.
38. Stage Lighting, Audio and Visual Equipment
 - (a) The switchboard and equipment may be operated only by competent persons approved by the Site Manager.
 - (b) The hirer must, by arrangement with the Site Manager, visit the establishment on the first day of hiring in order that a 'hand over' may be made to ensure that the equipment to be used is in satisfactory working order. A similar 'hand over' to take place at the end of the letting.

Declaration by the Hirer:

- i. I am over 18 years of age
- ii. I have read the Conditions of Hire and agree to abide by them
- iii. I confirm that insurance arrangements are in place in accordance with clause 5 of the Conditions of Hire
- iv. I confirm that all licences that may be required for the activities during the hire period have been obtained/have been applied for/will be applied for before the date of first applicable use
- v. I agree to indemnify the Academy for any loss arising out of a breach of this agreement

For and on behalf of:

Pirbright Village Primary School

Signed:

Dated:

For and on behalf of:

..... (The Hirer)

Signed:

Dated:



KEY HOLDER AGREEMENT

Agreement between: Pirbright Village Primary School, School Lane, Pirbright, GU24 0JN

And:

	(Name)
	(Address)

In respect of the hire of premises as per the lettings agreement dated

_____ (Name) has been authorised by Pirbright Village Primary School to hold the keys to the school, comprising the following (tick all that apply):

- Fob to access the main entrances when the school is unlocked
- Key to unlock the main front door and other doors as required
- Alarm code

Key Holder Delegated Responsibilities

- The Key Holder's prime responsibility is the security of the premises. Prior to the commencement of the let the Key Holder will be made familiar with the school, particularly the location of a phone for emergency use, location of fire exits and procedures for security checking when locking up
- The Key Holder must also be aware of and accept that they are responsible for leaving the school secure at the end of each letting
- Access is restricted to agreed letting arrangements and is subject to confirmation of adequate insurance cover confirmation being received

Key Holder Statement

- I acknowledge receipt and take full responsibility for the keys to Pirbright Village Primary School while in my possession.
- I understand:
 - that any key issued to me remains the property of Pirbright Village Primary School and is provided for my sole use as key holder
 - that the key may not be duplicated, transferred or loaned to any other person
 - that I am required to immediately report the loss, theft or damage to the key in my possession and that a charge for replacement may be made
- I agree to return the key in my possession upon termination of the Letting Agreement or when requested to do so by Pirbright Village Primary School
- I have read and understand the Letting Agreement and Key Holder agreement and agree to abide by all terms and conditions therein.

Name of Key Holder

Signature of Key Holder

Date

Name

Authorised Signature of School

Date