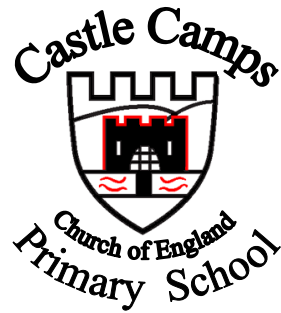


Castle Camps C. of E. (V.C.) Primary School



Policy for

Lettings

**Date Approved by the Governing Body: 22nd
September 2025**

To be Reviewed: September 2026

Castle Camps C. of E. (V.C.) Primary School Policy for Lettings of School Premises

The School is a community facility. It exists primarily for the education of young children. However, the Governing Body may occasionally offer some areas of the School premises for hire to various groups.

Conditions of Hire Procedure

Initial contact by any person wishing to hire use of the premises must be made by direct contact or telephone with the School Secretary to check availability.

All persons or groups wishing to hire the premises will be provided with hire charge details and must complete a letting form available from the School Office. Lettings may be booked on one form for a school term or other block booking.

The Secretary will confirm the arrangement with the Headteacher and the Cleaner-in-Charge.

The hirer must be a named individual. The hirer may not sublet, or re-assign the responsibilities of the named hirer. The right to hire School premises is not automatic; only functions deemed suitable by the Governing Body are acceptable. The School Governors, through the Headteacher, have the right to refuse any letting.

Payment

Payment should be made on receipt of an invoice raised by the School Office. This payment will cover cost of hiring the premises, including heating, insurance, opening, caretaking and cleaning time.

Health & Safety

It is the responsibility of the hirer to ensure the health and safety of persons on the premises. No dangerous type activities may be undertaken. Fire exits are clearly marked. They should be noted by the hirer and kept clear at all times. In case of fire all persons should

assemble on the School playground. The hirer should read the fire procedure and note the position of fire alarms and extinguishers in the area which is being hired.

THERE IS A NO SMOKING POLICY ON THE SCHOOL PREMISES. THIS MUST BE STRICTLY OBSERVED.

All refuse must be removed from the School site. School bins must not be used as this is a health risk.

Car parking can be a problem. In the first instance vehicles must be parked in the lay-by in front of the School. Persons who park in the vicinity of the School are expected to park responsibly and be considerate towards local residents.

The Library is open during lettings for emergency only. There is a telephone and the telephone number of the Caretaker is clearly sited.

A first aid box is positioned in the staff room in addition, there are boxes in each classroom.

Care of Premises

The premises and its contents are valuable assets. The Governors expect that any damage will be made good at the expense of the person named on the hire form. For private lettings a returnable deposit of £50 is required.

The wearing of footwear of any kind which is liable to cause damage to the floor of the hall or classrooms is prohibited.

Insurance

It is the responsibility of the hirer to take out insurance to cover the cost of any repairs and to indemnify the Local Education Authority and the Governing Body against liability for claims for loss, damage or injury arising from negligence of the hirer or any members of the hirer's party. The hirer must be able to produce written confirmation that this has been arranged.

If no suitable insurance has been arranged the hirer, on payment of an additional premium, may effect this insurance through a policy arranged by the School. Please indicate clearly on the hire application form if this option is to be taken up.

The current charge for this insurance is 12.5% of the facilities' hire fee plus Insurance Premium Tax at the current rate of 6%. The minimum premium per booking, which also applies to a free hire, is £1.25 plus IPT.

Licences

The premises are not available for hire for activities involving a licence for the sale of alcohol.

Cancellation

If, for any reason, the premises are not required after making a booking, as much notice as possible should be given to the School Office. The School reserves the right to charge for the letting if cancellation notice is less than 48 hours.

The School Governors, through the Headteacher, reserve the right to refuse any letting.

The School Governors reserve the right to terminate the hiring at any time and to return to the hirer any moneys paid by way of deposit but the Governors shall not be under any liability to the hirer for any loss or damage he/she may sustain out of such termination.

**CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL
LETTING CHARGES**

Part 1 - Use of Premises per hour

Reviewed October 2018 for a three year period.

A. Private B. Community D.Church / Organisations Organisations FOS

Hall £17.50 £10.00 Nil

Library/ £15.00 £10.00 Nil

Classroom

Playing Field – to be discussed with Headteacher (£15.00 per hour).

Lettings of playing fields may incur Caretaking Overtime Costs.

Part 2 - Caretaking Costs

Reviewed annually

Weekdays £10.00 per hour + VAT

Saturdays £15.00 per hour + VAT

Sundays £15.00 per hour + VAT

For lettings in Category A the Cleaner-in-Charge must remain on the premises throughout the activity.

For lettings in Categories B, C and D the Cleaner-in-Charge may incur the time needed to open and secure premises (1 hr) and cleaning time – to be determined at time of booking.

CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL

HIRER'S LIABILITY COVER

You have expressed an interest in the School arranging hirer's liability insurance cover.

The hiring agreement makes it clear that you are responsible for the cost of any repairs and will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from your activities.

In order to cover this liability we can insure in your name:

- a) Public liability to a limit of indemnity of £1 million.
- b) Loss or damage by fire or explosion caused through the negligence of the hirer (no indemnity limit).
- c) Other negligent damage - to a limit of £25,000 with an excess of £50 on any one claim.

The premium is 12.5% of the hire charge + 6% IPT to be paid with the hire fee. The minimum premium per booking, which also applies to a free hire, is £1.25 plus IPT.

The premium in your case is £ _____ .

I have read the Conditions of Hire relating to Hirer's Liability Cover at a cost of

£ _____ to be paid with the hirer's fee.

Signed _____

Date _____

CASTLE CAMPS C OF E (VC) PRIMARY SCHOOL
APPLICATION FOR THE HIRE OF SCHOOL PREMISES

1. Details of Hirer

Name.....

Address.....

Telephone Number.....

2. Proposed Date of

Hire*.....

3. Rooms Required

.....

4. Details of Activity/Function

.....

5. Start Time of Hire, including setting up time

.....

(This should also be the time at which you require the premises to be open.)

6. Finish Time of Hire, including clearing up time

.....

7. Details of any earlier opening required

.....

(This will be charged at half the hourly rate.)

8. Do you wish the School to arrange insurance cover for conditions of hire Yes / No

I certify that I am over 18 years of age. I have read the Conditions of Hire and I accept responsibility for compliance with the conditions set out in the said conditions.

I agree to pay the lettings charge incurred, together with insurance premium due (if applicable).

I hereby indemnify the Cambridgeshire County Council Department of Education, Libraries & Heritage, School and Governors against all claims in respect of injury, loss or damage, including damage to School premises as outlined in the Conditions of Hire.

Signed _____ Date _____

Please sign and return this form to the School Office. For private lettings a £50 returnable deposit will be required. If insurance cover is not

requested through the School, hirers should please provide written confirmation that cover has been arranged separately.

* PTO for multiple bookings

Proposed Dates of Hire: