



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

Lettings Policy

This policy is written in support of the Vision and Values of St Michael and All Angels (Foundation) Primary and Pre-School.

Last Updated	Summer 2026
Next Review Due	Summer 2027

Linked policies and procedures:

- Health & Safety

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Contents

Introduction	3
Priorities.....	3
Charging	3
Responsibilities of the hirer.....	4
Cancellation and Termination of Lettings	4
Insurance, Liability and Indemnity	6
Insurance Requirements.....	6
Activities	7
Hiring out agreement.....	8
Health and Safety	9
Safeguarding	10
Hire of school hall (for gym/other sporting activity)	11
Approval of Lettings Applications	11
Notification of accidents and dangerous occurrences	12
Damage or loss.....	12
Breach of conditions.....	12
Alteration to rules and conditions.....	12
Data Protection	12
Appendix A	14
Appendix B - Lettings Booking Form	15

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Introduction

St Michael and All Angels Primary and Pre-school maintains strong links with community organisations, offering a range of services and activities, extended beyond the school day, to help meet the needs of children, their families and the wider community. The production of this policy has taken account of the school's Mission Statement particularly in relation to the Christian principles and values on which the school is based.

The school encourages the community use of the school. The school premises consist of the school buildings, the playgrounds, the car park and the playing fields. The Head Teacher is responsible for the day to day management of the hiring out of the premises.

Priorities

Hiring out of the premises will be outside the hours when the premises are required for use by the school.

All hiring out of the premises will be subject to the availability of the Site Manager.

The order of priority for hiring out of the premises will be:

- a) School events;
- b) Local Authority directed use;
- c) St Michael's PTFA;
- d) St Michael's Church;
- e) St Michael's Church organisations;
- f) Other non-commercial community use;
- g) Other organisations.

Charging

(refer to the current hire charges – Appendix A)

The charges include the booking admin, heating & lighting, general wear and tear and resources such as toilet rolls together with the cost of the Site Manager. Charges will be rounded up to full hours with a minimum charge of 1 hr.

Tailored lettings for a day/week or for more rooms than stipulated in the current hire charges will be quoted on an individual basis.

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Invoices will be sent out following the completion of the hiring agreement. All hire charges must be paid within two weeks of the invoice. Invoices for regular/long term lettings will be invoiced prior to the start of each term/at the end of the previous term.

St Michael and All Angel's Church, Shelf will not be charged for the hire of the premises up to a maximum of four lettings per year as part of an historical arrangement relating to the school kitchen.

Apart from the arrangement with St Michael and All Angel's Church, Shelf referred to in the previous paragraph there will be no free lettings. At the discretion of the Head Teacher, hire charges may be waived/reduced if reciprocal services are provided to the school.

Additional charges will be payable for the use of special equipment, additional electricity or additional seating. In the event of charges not being paid in accordance with these conditions all future booked periods of hire may be cancelled by the school without prior notice to the hirer.

The hired premises shall not be used for a longer period than the booked period of hire. A charge at such rate as the school considers proper will be made if the premises have not been vacated by the end of the period of hire.

In addition to the hire charges set out in Appendix A, the School may require a refundable security deposit in accordance with the Security Deposit provisions contained within Appendix A.

Responsibilities of the hirer

The use of the school should be as stipulated on the booking form and no sub-letting is permitted.

Courtesy and behaviour in keeping with the ethos of the school is expected at all times, especially to neighbouring residents e.g. parking, noise.

At the end of the event, the hirer will:

- Return all equipment to where it was stored
- Remove all rubbish and personal items
- Ensure the rooms hired are clean and tidy and left as the room was found.

Cancellation and Termination of Lettings

The School reserves the right to refuse, withdraw or cancel any letting where it is necessary to do so in the interests of the School, its pupils, staff or the wider community.

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The School may cancel a letting, with or without notice where reasonably necessary, including but not limited to the following circumstances:

- The premises are required for School purposes, examinations, educational activities or events.
- Adverse weather, emergency situations, health and safety concerns or safeguarding concerns make the premises unsuitable for use.
- The Hirer has failed to comply with the terms and conditions of hire.
- Required documentation, licences, safeguarding information or evidence of insurance has not been provided.
- There are concerns regarding the nature of the activity or its potential impact on the School's reputation, values or statutory duties.
- Circumstances beyond the School's reasonable control prevent the letting from taking place.

Where practicable, the School will provide as much notice of cancellation as possible.

In the event that the School cancels a letting for reasons other than a breach of these conditions by the irer, any fees paid in respect of the cancelled period will be refunded. The School shall not be liable for any consequential or indirect loss, damage, cost or expense incurred by the Hirer arising from such cancellation.

The School reserves the right to terminate a hiring immediately where there has been a breach of the terms and conditions of hire or where continuing the activity would present a risk to health, safety, welfare or safeguarding.

The Hirer may cancel a booking by giving written notice to the School.

- More than 28 days' notice: full refund of fees paid.
- Between 14 and 28 days' notice: 50% of fees payable.
- Less than 14 days' notice: no refund, unless otherwise agreed at the School's discretion.

The School reserves the right to waive cancellation charges in exceptional circumstances.

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Insurance, Liability and Indemnity

The School shall not be responsible for any loss or damage to property, or for any loss, damage or injury suffered by any person arising out of or in connection with the hiring of the School premises, except where such loss, damage or injury is directly attributable to the negligence of the School.

The School shall not be liable for any loss, damage, injury, interruption or cancellation arising from the breakdown of machinery, failure of electricity, gas or water supplies, fire, adverse weather, government restrictions, requirements of the Local Authority or any other circumstance beyond the School's reasonable control.

The Hirer shall be responsible for and shall indemnify the School against all claims, losses, damages, costs and expenses arising out of the hiring, including injury to persons or damage to property, where such claims result from the actions, omissions or negligence of the Hirer or any person attending the premises in connection with the hiring.

The Hirer shall be responsible for any damage to the School premises, equipment, fixtures, fittings or other property occurring during or as a result of the hiring, other than damage caused by the negligence of the School. Any damage must be reported immediately to the School. Failure to report damage may result in the termination of current or future lettings. The Hirer shall also be responsible for any loss of income incurred by the School as a direct consequence of such damage.

The Hirer shall make good, at their own expense, any damage caused by the delivery, installation, use or removal of equipment or materials associated with the hiring.

Where applicable, the Hirer shall obtain and comply with any licences, permits or consents required for the activity being undertaken and shall provide evidence of such licences to the School upon request.

Insurance Requirements

The Hirer shall maintain adequate insurance cover for all activities undertaken on the School premises during the period of hire.

The School requires all hirers to hold Public Liability Insurance with a minimum indemnity limit of £5 million for any one claim and to provide a copy of the current insurance certificate prior to the commencement of the hire.

Where the Hirer employs staff or engages individuals in circumstances requiring statutory employer's liability cover, the Hirer shall maintain Employer's Liability Insurance with a minimum indemnity limit of £10 million and provide evidence of such insurance to the School before the hire begins.

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The School may require evidence of additional specialist insurance where the nature of the activity presents particular risks.

Failure to provide satisfactory evidence of insurance cover may result in the refusal, suspension or termination of the hiring arrangement.

The School's insurance arrangements do not extend to the Hirer's activities, property, equipment, employees, volunteers, participants or visitors. The School maintains insurance in respect of claims arising from its own negligence and, where applicable, certain groups specifically covered under its insurance arrangements. Hirers should not assume that they are covered by the School's insurance policies unless this has been confirmed in writing.

The Hirer shall indemnify the School against any liability, loss, claim, demand, action, proceeding, cost or expense arising from the hiring where such liability arises from the Hirer's acts, omissions, negligence or breach of these conditions.

Activities

The School (by themselves or the Agent) may put a stop to any entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provisions hereof.

The hirer shall ensure that all persons using the hired premises including the hirer shall observe and be bound by all relevant Rules, Regulations and Bye-Laws. The hirer shall be liable to the School for any breach thereof as if such breach had been committed by the hirer.

The hirer shall provide sufficient stewards and attendants as may in the opinion of the school be necessary to maintain good order during the booked period of hire and shall expel any person acting in a disorderly manner or disobeying an instruction of the school.

The hirer shall not use the hired premises for any purpose other than the purpose for which it was hired.

The Hirer shall ensure that good order is kept in the premises.

No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of the School premises. No articles may be fixed thereto and there shall be no structural alternations to any stage in the School Hall.

The Hirer shall at the expiration of the hiring leave the School premises in a clean and orderly state as deemed by the school.

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The Hirer shall ensure that all property brought into the premises for the purposes of the hiring is removed before the expiration of the hiring. The School shall not be responsible for any property left behind and reserve the right to charge extra while it is in the premises.

No slogans, advertisements, flags, emblems or decorations shall be displayed outside the School premises whether affixed to the same or free standing.

Any lights or other electrical apparatus which shall be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded and must be PAT tested.

Playgrounds must not be used for car parking, except by prior agreement in designated hard standing areas.

All the conditions attached to any music and dancing licence and any theatre licence for the School premises shall be observed. A copy of each such licence held may be seen on application to the Agent and the Hirer shall be deemed to have had notice of all such conditions.

All legal requirements regarding the sale and consumption of alcoholic liquor, the performing of plays and the exhibition of cinematograph films shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act 1956.

The school will not hire to political parties during or prior to an election campaign.

The School or the Agent shall be entitled to require proof that the provisions of this clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.

If the hiring includes use of the School kitchen, the Hirer shall comply with such conditions as the School or the Agent may prescribe at the time of the hiring.

Occupancy must not exceed the approved capacity for the area being hired and any limits specified by the School.

Hiring out agreement

Prior to any hiring out of the premises a Hiring Agreement will be completed and signed by the named representative of the hirer.

The Head Teacher/Site Manager will take all reasonable steps to ensure the hirer is aware of:

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- a) the Policy for Health & Safety;
- b) area of school available;
- c) location of the fire alarms, exits and equipment;
- d) the need to carry a mobile phone for use in an emergency;
- e) access to toilets;
- f) first aid equipment;
- g) security arrangements;
- h) licence arrangements;
- i) maximum persons permitted within the premises;
- j) arrangements for checking and securing the premises on opening and closing.

If it is felt necessary, the Head Teacher/Site Manager may arrange a meeting with the hirers.

Applications should be submitted to the School. The Head teacher will review all applications and determine whether the proposed use is consistent with this policy and the operational requirements of the School.

Health and Safety

Health and Safety must always be considered when carrying out any activities. If there is a conflict between a policy, procedure, or scheme of work and a Health and Safety consideration, the latter will always take precedence.

Not more than the number of persons stated in the application form shall be allowed in the School premises at any one time, the hirer should also adhere to all school risk assessments/capacity numbers for the overall school and individual areas/activities

Where premises are hired for activities involving children or young people under the age of 18, hirers must comply with the Safeguarding requirements set out within this policy.

In accordance with school policy sole supervision of a group of children is not permitted. It is the hirer's responsibility to ensure that there is an appropriate adult to child ratio.

All scenery and costumes used for stage performances and the like must be fireproofed.

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Seating must not added to and all doors, entrances, corridors and exits must be kept clear and ready for use in an emergency. Any seating that is rearranged must be returned to its previous arrangement at the end of the hiring and must not compromise health and safety.

It shall be the responsibility of the hirer to inform the users as to the locality of the emergency exits and procedures in case of fire or other emergency. The hirer shall be responsible for the efficient supervision of the hired premises including the effective control of children, the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in the case of emergency, following school procedures. The hirer shall also be responsible for the safety of the hired premises and the preservation of good order and decency therein.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all hirers to share this commitment.

Where a letting involves activities attended by, or provided for, children and young people under the age of 18, the hirer must have appropriate safeguarding and child protection arrangements in place and be able to provide evidence of these upon request.

The hirer shall:

- Ensure that all staff, volunteers and other adults involved in the activity have undergone the appropriate safeguarding checks, including Disclosure and Barring Service (DBS) checks where required by law.
- Provide a copy of their safeguarding and child protection policy to the school upon request.
- Nominate a designated safeguarding lead for the activity, who will be responsible for addressing any safeguarding concerns arising during the period of hire.
- Ensure that all staff and volunteers are aware of safeguarding procedures and know how to respond to concerns about the welfare of a child.

Any safeguarding concern, allegation, incident or disclosure arising during a letting must be reported immediately to the school's Designated Safeguarding Lead (or the Head teacher in their absence) and, where appropriate, to the relevant statutory agencies.

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The school reserves the right to refuse or terminate a letting where safeguarding requirements are not met or where concerns arise regarding the welfare of children, young people or vulnerable adults.

Hire of school hall (for gym/other sporting activity)

Any persons using any apparatus or equipment other than mats, or benches, must be supervised by a person whose qualifications have been approved by school. Where mats or benches are being used for gymnastics purposes supervision must be by a person whose qualifications have been approved.

A failure to provide adequate supervision or ensure that the supervisor's qualifications have been approved may result in the booking being cancelled without notice. A certificate of proficiency in the use of gymnasia is not required if only mats or benches are to be used.

Studded or spiked shoes/boots must not be worn indoors.

Where small side football games are played, they should be played with a proper indoor football, or with a plastic football which is inflated to only three-quarters of the normal pressure. In play, the ball must be kept below waist level.

All other ball games should be played with a soft ball.

Approval of Lettings Applications

All applications for the hire of school premises must be submitted using the school's approved booking process and received no less than 10 working days before the proposed hire date.

The Head teacher has delegated responsibility from the Governing Body to consider and approve all lettings applications. In reaching a decision, the Head teacher will take into account:

- The suitability of the proposed activity.
- The availability of the premises and resources requested.
- Health and safety considerations.
- Safeguarding requirements.
- The potential impact on the School, its reputation and its wider community.

Applicants will normally be notified of the outcome of their application within 10 working days of submitting a completed booking request.

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No letting shall be deemed approved until written confirmation has been issued by the School. The Head teacher reserves the right to refuse any application where they consider the proposed use to be incompatible with the School's aims, values, statutory duties or operational requirements.

Notification of accidents and dangerous occurrences

It is the responsibility of the hirer to ensure that any accident, incident or dangerous occurrence which occurs during the period of hire is reported promptly to the school (whether or not anybody is injured). Failure to comply with the foregoing may result in the Agreement for hire being cancelled without notice. A comprehensive list of what comprises a dangerous occurrence is included within the incident reporting document attached.

Damage or loss

Under no circumstances will the school make good or accept responsibility or liability in respect of any damage or theft or loss of any property, goods articles or things whatsoever placed, deposited, brought into or left upon the hired premises by the hirer or any other person unless arising through the negligence or default of the school.

Breach of conditions

If any booked period of hire is cancelled or terminated by the school as a result of the breach of any of these conditions or any relevant Rule, Regulation or Bye-Law relating to the hired premises, the hirer shall remain liable for the charges due for the booked period of hire but without prejudice to any claim which the school may have against the hirer arising out of such breach. The decision of the school as to whether any act or omission is a breach of these conditions shall be final.

In the event of any breach of these conditions the user may be required by the school to vacate the hired premises and will forfeit the hire charge paid by him but without prejudice to any claim which the school may have against him by virtue of these conditions or any other legal process.

Alteration to rules and conditions

The school reserves the right to alter or amend the whole of any part of these conditions at any time and without prior notice. This includes the right to increase charges as the policy is renewed and will provide the hirer prior notice.

Data Protection

The school will collect, store and process personal information provided by hirers for the purposes of administering lettings, managing bookings, processing payments, and communicating regarding the hire of school premises.

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All personal data will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal information will only be used for legitimate school business purposes and will not be shared with third parties except where required by law or where necessary to fulfil the school's obligations in relation to the letting.

Hirers are responsible for ensuring that any personal data they collect, store or process as part of their activities on school premises complies with applicable data protection legislation.

Further information regarding how the school processes personal data can be found in the school's Privacy Notice, available on the school website or upon request.

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Appendix A

Charges Effective From April 5th 2025

All charges are for 1 hour, include an initial booking fee and cost of site manager. All charges are for one area of school plus one other area e.g. the hall and kitchen. Other packages can be quoted upon request.

Commercial businesses	
One main area plus another area	£30
Charity/community groups	
One main area plus another area	£22.50
All bookings	
Booking amendments	£6
Field/playground (per hour)	£12

Security Deposit

The School may require a refundable security deposit of £100 for the hire of its premises. The requirement for a deposit will be confirmed at the time of booking. The deposit must be paid before the hiring commences and will be held by the School for the duration of the hire period.

The deposit will normally be refunded within 14 days of the hire, provided that:

No damage has occurred to the premises, fixtures, fittings, equipment or grounds.

No additional cleaning has been required as a result of the hire.

All keys, access devices and equipment have been returned where applicable.

The hirer has complied with the terms and conditions of the hire.

The School reserves the right to retain all or part of the deposit to cover the cost of:

Repairing damage to the premises or equipment.

Additional cleaning or waste removal.

Replacement of lost keys, access fobs or equipment.

Any other costs reasonably incurred by the School as a result of the Hirer's breach of these conditions.

Where the costs incurred exceed the value of the deposit, the Hirer shall remain liable for the full cost of making good the loss or damage.

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Appendix B - Lettings Booking Form

THIS FORM IS ELECTRONIC (link below)

[Lettings Booking Form – Fill out form](#)

Name of hirer:

Would like to book (circle/delete appropriately) the following:

Commercial businesses	
One main area plus another area	£
Charity/community groups	
One main area plus another area	£
All bookings	
Booking amendments	£
Field/playground (per hour)	

	From	To
Dates		
Times		

For the purpose of...

I agree to the Letting Policy conditions and to abide by the policy.

I have provided a security deposit/bond of £100 which could be used to cover any potential damage or additional cleaning costs incurred during usage.

This hiring is on behalf of whose authority I have to bind them by signing this application on their behalf.

Signed

Print

Dated

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