



Hempsted C of E Primary School/

Lettings Policy

Growing Together in God's Love

Approved by: Full Governing Body **Date:** 6/3/2024

Last reviewed on: February 2024

Next review due by: March 2026

Signed by *Ben Naylor 6/3/24* on behalf of the Governing Body

- e) Lettings to all other hirers will be charged at a level which will include a profit margin over all incremental costs as determined in its discretion by the Governing Body.
3. The Governors will not encourage use just for the purposes of third-party economic gain without associated community benefit.
 4. Income derived from lettings will be retained by the School for the benefit of the children and incremental costs of lettings will be met from this income.
 5. The Governors will not let the school premises to individuals, groups or organisations if there is any reason to believe that the name of the school will be brought into disrepute.
 6. Any letting will be subject to the hirer entering into a casual hiring licence or similar agreement for the non-exclusive rights to an area of the premises which, in addition to providing for the hirer to indemnify the LA, Governing Body and Staff, will cover hirer undertakings for:
 - Adherence to all relevant regulations including Safeguarding, Health & Safety, Gaming Act, Liquor licencing and those of the Performing Rights Society.
 - Avoidance of nuisance and adequate supervision.
 - Observance of security precautions.
 - Non-smoking.
 - Repair of damage.
 - Carrying of liability insurance at LEA requirement.
 7. Decisions whether to permit lettings will be made by the Headteacher or, in his absence the Deputy Head.
 8. Where any letting involves non-educational letting, consideration will be given to our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, gender identity, race, religion, sex and sexual orientation.

D. FEES

Fees will be charged as follows:

- Hire of hall or classroom : £10 per hour
- Hire of IT suite : £10 per hour
- Hire of playground / netball court : £10 per hour
- Hire of field: £10 per hour

Out of school time, heating will be charged at £15 a day.

E. MAINTENANCE

9. The Governors of the school will review the Policy in 2026.
10. The Head will liaise with those letting and ensure correct payments are made on time.