



Sutton CE (VC) Primary School

Lettings Policy

April 2026



Introduction

The Governing Body recognise the role of the school within the community and welcomes the use of the school premises for a variety of community and leisure purposes.

Use of the school premises by the school, or on behalf of the school (e.g. FOSS) are not subject to the charging elements of this policy.

A copy of the Lettings Policy will be sent with the application form to the Hirer when the initial enquiry is made.

This policy was agreed by the Governing Body and is subject to an annual review.

Categories of Lettings:

The use of the school premises is divided into the following categories:

- Community and Leisure – to promote children’s wellbeing
- Community and Leisure – to promote adult education
- Private – e.g. Parties or Receptions
- Commercial

Availability of Premises

The school hall, playground and field are the only spaces available for hire. Toilets can be included with lettings where prior agreement has been made.

Charges

The Governing Body reserves the right to make a charge for the use of the school premises. The charges will vary according to the category of the letting as laid out in Appendix One.

Application Procedures

- Application forms, available from the school, should be submitted to the school office at least two weeks before the first day of the proposed letting. In the case of a block booking, four weeks notice should be given. The person signing the application form will be considered to be the Hirer. The Hirer will be required to return the completed booking form to the school office before a booking can be accepted.
- The booking acceptance will be confirmed by the school in the form of a written response.
- Any person wishing to hire the school premises must be over 18 years of age
- *In line with Local Authority requirements and to comply with Keeping Children Safe in Out of School Settings, evidence of a portable Enhanced DBS with Childs Barred List check will be required to be evidenced by the School where there are attendees under the age of 18. The organiser must hold a DBS certificate registered with the DBS Update service.*
- The hirer shall not sub-hire.
- All applications will be considered on their merits, taking into consideration the suitability of the activity. The Governing Body reserves the right to:
 - refuse applications without giving a reason
 - have a representative present at any function
 - terminate any activity not properly conducted
- Lettings fees are reviewed annually by the Governing Body. When the letting is confirmed, payment must be made to the school, prior to the use of the premises.
- In the case of a regular booking, payment will be required at the end of each half term.
- The school facilities are not for hire on Bank Holidays
- During the Christmas, Easter and Summer Holiday periods lettings may be refused in order that cleaning, redecoration and other essential work may be carried out. In line with the health and safety regulations the maximum number of persons permitted in the Main hall is 100 for a dance and 150 for a public performance. This number must not be exceeded.

Security of the Premises

For lettings involving the school hall the entrance will be via the main entrance. A refundable deposit of £25 will be required for the security fob and/or key.

For lettings involving the school field the entrance will be via the pedestrian gateway from The Brook. No cars should be brought onto the school premises without the prior knowledge of the Headteacher.

It will be the responsibility of the Hirer to ensure that the school premises are secure during the time they are in use i.e. ensure that the gates/doors are securely locked when all members of the group are inside.

Use of Facilities

a) The Hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings or school equipment. The Hirer will be responsible for making good any damage to the premises or property and that the premises are returned to the control of the school in a clean and satisfactory condition.

b) Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes for example the provision of information and training in the use of the equipment. In all cases the Hirer must ensure that risks associated with the activity are properly controlled and supervised throughout the hire period.

c) No nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture (internal or external).

d) All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate. The certificate should be less than 1 year old for earthed equipment or less than 4 years old for double insulated equipment. Lower voltage equipment must also be safe and in good condition.

e) The Hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which should be kept by the school.

f) Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the areas of the premises in use. These will be clearly displayed in each of the designated areas. They must also carry out their own fire drills and organise their own fire procedure.

g) Fire exits must not be blocked or locked nor should furniture, equipment or other obstructions be placed in corridors during the hiring.

h) It is the responsibility of the Hirer to provide first aid equipment and trained personnel.

i) The Hirer will ensure that no disturbance from whatever source is caused to local residents and businesses.

j) The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised and a copy of will be provided to the school

k) The school reserves the right to levy an additional charge to cover:

- any additional cleaning that may be required after an event
- the cost of repair of damage to the school fabric or equipment
- the cost of replacement of any items of school equipment if uneconomical to repair.

l) For security reasons Hirers hiring the school field will not have access to the school telephone and must provide a mobile telephone for use in emergency.

m) Express approval by the Governing Body is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a licence. Unconsumed liquor, bottles, cases, glasses and similar articles must be removed from the premises immediately after the function has ended.

- n) Smoking is not permitted anywhere on the school premises, including e-cigarettes.
- o) Animals, other than Guide Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene.
- p) No combustible materials are to be used within the school, except with the express approval of the Governing Body.
- q) The school will inspect the school field the day before the hire date and reserves the right to cancel the booking if the field is considered too wet to play on.
- r) In the event of the school or any part there of being rendered unfit for the use for which it has been hired Sutton CE (VC) Primary School Governors shall not be liable to the hirer for any resulting loss or damage whatsoever.
- s) Car Parking:
- Parking of cars must be restricted to the front car park.
 - Access must be arranged for the entry and exit of any emergency vehicle where required.
 - Please exercise care and attention when entering and leaving the premises, and be considerate to neighbouring property owners, especially concerning noise.
- t) The premises are subject to the normal Sunday trading laws under the Shops Act 1950 and only restricted items may be sold on a Sunday. Details of these may be obtained from the District Council Offices.

In the event of fire

The Hirer should call the Fire Service if school staff are not present and supporting the activity. All users will evacuate the building via the nearest fire exit and muster at the designated point. Users must not re-enter the building until the 'all clear' has been given by The Fire Service. Fires must be reported to the school and Local Authority.

Licences

There are a variety of licences that may be required for different types of functions. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and LA against any action brought about by a failure to obtain the necessary licences. The following categories of letting may require a licence:

- Theatre Licence
- Copyright/Royalty Licence
- Cinematography Licence
- Alcohol
- Music, Singing and Dancing

Insurance

- Each hirer is responsible for ensuring that they are fully insured, including public liability cover and will provide a copy to the school on booking.
- The Hire shall indemnify the LA when signing the application form against any claim for bodily injury or loss of damage to property (real or personal) whether belonging to the LA or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer.
- A private hirer who runs regular exercise/sports classes should take out his/her own Public Liability Insurance.
- The Friends of Sutton School (FOSS) should take out their own insurance cover.
- All vehicles and personal property are brought onto the premises at the owner's risk. No responsibility for safeguarding such items can be taken by school staff or the Governing Body.

Cancellations

By the Hirer:

Cancellations should be made in writing at least 48 hours before the proposed letting, otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term if applicable or refund the fee if no further bookings are required.

In addition, a Site Manager's fee will be charged when notice of cancellation is given after 6 pm on the previous day in the case of lettings on weekday evenings and after 2 pm on Friday in the case of weekend lettings, provided that the Site Manager has no other lettings to perform during the time the cancelled letting was due to have taken place.

By the School:

If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and a refund will be made. The LA and the school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

The school will inspect the school field the day before the hire date and reserves the right to cancel the booking if the field is considered too wet to play on.

The Sutton CE (VC) Primary School Governors reserve the right to cancel the hiring in the event of the school or part thereof being required for use as a Polling Station for a Parliamentary or Local Government election or By-election, in which case the Hirer shall only be entitled to a refund.

Termination of Letting Agreement

Either the school or the hirer may terminate a long term agreement by giving written notice of half a term (6 weeks). Future lettings will be terminated if the hirer fails to comply with the terms and conditions stated within the policy.

Review

This policy will usually be reviewed during the Autumn Term each year and at any other time as may be necessary. Changes will take effect from 1st January each year, or with half a terms notice at other times.

Appendix One

HIRE OF SCHOOL PREMISES

Facilities required for hire.....

Date..... Times.....

Function.....

.....

Approximate number expected.....

(This must not exceed 100 for a dance/150 for a public performance in the school hall.

Attendees under the age of 18: Yes / No

Furniture/equipment/car parking required.....

Name of Bar Licensee (if applicable).....

Name of Caterers (if applicable).....

Insurance

I have my own Public Liability insurance and the details are attached

Safeguarding documentation has been provided to the School where applicable.

I will carry out a risk assessment and provide a copy to the school.

I certify that I am not less than 18 years of age, that I have read the Conditions of Hire governing the lettings of the school, that I accept responsibility for observance of those Conditions, and that I hereby indemnify the School Governors and Cambridgeshire County Council against any loss or damage arising from this letting.

I confirm that I have been made aware of the school fire exits and fire extinguishers.

Signed

Organisation (if any).....

Address.....

.....

..... Tel. No.

N.B. We are unable to accept any bookings for Bank Holidays.

Appendix Two

HIRE OF SCHOOL PREMISES

Dear Sir/Madam,

This is to confirm your booking of School Premises as follows:-

Name of Hirer.....

Rooms.....

Purpose.....

Date..... Times.....

Bar Licensee.....

(Please notify as soon as known)

Caterers.....

Local contact.....

Furniture/equipment/car parking required.....

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Insurance documentation seen by School Staff Yes/No

Safeguarding documentation seen by School Staff Yes/No

Risk assessment seen by School Staff Yes/No

NECESSARY ACTION

1. BEFORE THE EVENT:

You must see the Site Manager no later than 72 hours before the event to make detailed arrangements.

Deposits for keys and security fobs requires payment at the time of the visit, as well as providing any documentation listed as requiring to be seen by school.

FAILURE TO DO SO MAY RESULT IN CANCELLATION OF THE EVENT.

2. AFTER THE EVENT:

The bill for the total amount due will be sent to you by the office.

An estimate of cost will be given in advance but both caretaking costs and hiring fees are liable to be increased if extra cleaning is required or the agreed hours exceeded.

Any queries or complaints should be sent to finance@sutton.cambs.sch.uk.

Appendix Three

HIRE CHARGES – From January 2025

Sutton CE (VC) Primary School reserves the right to charge non-refundable deposits.

	Non-Affiliated
Hire of School Hall	£25 per hour or part hour
Hire of the School Field	£20 per session
Hire of the Playground	£20 per session

AFFILIATED GROUPS

An Affiliated Organisation will regularly use the facilities and will benefit the education and/or personal development of the children who attend Sutton C.E. (VC) Primary School.

The rates for such an organisation are set out below:

	Affiliated
Hire of School Hall	£15 per hour or part hour
Hire of the School Field	£15 per session
Hire of the Playground	£15 per session

Session times

9am to 1pm

1pm to 5pm

5pm to 9pm

9pm to 9am

Services of Site Manager when required at events will be £25.00 per hour on weekdays and £33.00 per hour at weekends.

Payment for the hire of the school hall for an occasional booking will be required, in full, within 7 working days of the invoice being received by the Hirer.

Regular bookings will be invoiced half termly by the school. Payment, in full, will be required within 7 working days of the invoice being received by the Hirer

Failure to pay for the hire of the premises, in full, within the given timescales will result in further requests to hire the premises being refused until the full payment has been received.

Appendix Four

WHAT TO DO IN THE EVENT OF A FIRE

If you discover a fire, immediately raise the alarm by operating the nearest alarm call-point.

If the school fire alarm sounds during your function please take the following action:-

1. Everyone in the school **MUST** go immediately to the other side of the school car park away from the buildings and the vehicle gateways.
2. It will be the function organiser's responsibility to make sure that everyone at their function is accounted for.
3. When the alarm goes off, the function organiser should notify the Fire Brigade. **DIAL 999 from your mobile.**

I. Give the operator your mobile telephone number and ask for FIRE

II. When the fire brigade replies give the call distinctly

**FIRE AT SUTTON PRIMARY SCHOOL
THE BROOK
SUTTON
CAMBRIDGESHIRE
CB6 2PU**

III. Do not end the call until the address has been repeated by the fire brigade.

4. No one must re-enter the school until permission is given by:-
 - I. The Fire Brigade if it has been a real alarm;
 - II. The function organiser if it has been a false alarm.