

St Paul's C of E Primary School

Life in all its fullness

Lettings Policy

Created: 2017

Reviewed: April 2026

'Life in all its fullness' John 10:10

- *We nurture a passion for wisdom so everyone can realise their full potential*
 - *We respect and love everyone as individuals*
 - *We celebrate and serve our diverse community*

The three core Christian values of wisdom, love and welcoming community, form the basis of work in our school community

1. Aims

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- School hall

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in **Appendix A (Rates for hiring)**. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

3.2 Cancellations

See Lettings agreement 'Cancellations'

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in **Appendix B and C (Booking forms)** of this policy, and read the terms and conditions of hire.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the school's **Finance manager**.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, or reputational damage may occur.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

Schools Letting Agreement

See **Appendix D (Letting Agreement)** and **E (Opening and locking up procedure)**

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.