

Farnsfield St. Michael's C of E Primary School



Lettings Policy

Spring 2026

FARNSFIELD ST MICHAEL'S CE PRIMARY SCHOOL
LETTINGS POLICY

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Date approved by the Governing Body Spring 2026

Signed by the Chair of Governors *A Mitchell*

Date of next review Spring 2027

INTRODUCTION

The school is a resource available for the benefit of the community and individuals without discrimination on grounds of race, colour, creed, gender or political affiliation. The school Governors however, are obliged to maintain overall a perceived balance of political neutrality and cannot sanction activities on their premises which are illegal or contrary to the ethos of a school founded in Christian principles and may decline any request for letting without prejudice and without disclosing their reasons.

PRINCIPLES

Facilities are available to let on short-term and regular booking basis, during term time and holiday periods. All bookings have to be operationally feasible within the requirements of the school. Rooms will be heated and lighted when requested and school security remains the obligation of the Governors immediately prior to and following the booking. Toilet facilities, hot and cold running water and the use of electricity for moderate (domestic) consumption are included in the rates published.

Certain details of those individuals or groups booking the facility will be kept in computer records and may be used internally for analysis. They will not be used for marketing purposes by any commercial organisation. The school is licensed to keep information under the Data Protection Act.

The rates are set to cover all costs incurred, including hidden costs such as electricity consumption, insurance premiums etc. and to provide a modest additional amount towards the schools funds. These will be used throughout the year to supplement teaching aids, games, educational visits away from school etc. This Policy and the rates charged are reviewed annually by the Governors.

The school Governors cannot be held responsible for loss or damage to equipment or personal possessions during a let, unless it can be shown that these were directly caused by defects in the school building, electricity supply or other services offered as part of the letting.

Damage to or loss of equipment from the school or the fabric of the school itself over and above fair wear and tear during the booked time is the responsibility of the person booking the facility.

SAFEGUARDING REQUIREMENTS

For all bookings during normal school opening times, including when our Before and After School Club are open, we will require a current Enhanced Disclosure and Barring Service (DBS) check to be provided along with photographic identification of the hirer.

PUBLIC LIABILITY INSURANCE

All lettings must be covered by your own Public Liability Insurance which must be for a minimum value of £5 million, a copy of which must be provided at the time of booking. If no Public Liability Insurance is held then please check with the school if your letting is covered by the authorities Public Liability Insurance.

Nottinghamshire County Council has public liability insurance which includes those individuals booking facilities and any potential visitors the event may attract. The value of this is £60 million for a single incident.

PROCEDURE

A booking form is enclosed within this policy or is available from the School Office during normal school hours. The booking form must be completed and signed by an individual who will be known as 'the Hirer' and be the person responsible for payment and to whom all correspondence will be directed. The booking form is to be returned with a copy of your public liability insurance where applicable. A copy of the completed form, signed by the Head Teacher, will be returned to the lessee as acknowledgement of the booking. An invoice will be issued for payment which should be settled within one week of the letting taking place. The Hirer must not use, permit or allow room(s)/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.

Bookings are accepted subject to the availability of site management staff. Recurring bookings may be paid for in weekly instalments. Advance payments for block bookings and cancellation fees will be considered on an individual basis.

Cancellations must be notified in writing (to the Head Teacher during term-time, to the Site Manager during holiday periods) 48 hours prior to the booked date; failure to do so will result in costs being incurred and charges being levied.

SCHEDULE 2026

1. Buildings

Main Hall: capacity 150 seated, 200 standing.

Allsorts Room: capacity 30 seated

Meeting Room: capacity 14 seated.

Classroom: capacity 30 seated

2. Open areas

School field

Charges 2026

All lettings which occur outside of our normal school opening times will incur an initial charge of £20 per letting to cover our Site Managers time plus the relevant charges as shown below:

Non-vatable Lettings

- School Hall and toilets (excluding kitchens): £20 per hour
- Allsorts Room: £15 per hour or part thereof (after 6pm)
- Meeting Room: £15 per hour or part thereof.
- Classrooms: £20 per hour or part thereof.

Vatable Lettings

- School field: £20 per hour or part thereof plus VAT

Registered Charities and some non-profit making organisations may receive up to 50% discount. Please enquire at time of booking. All bookings will be subject to a nominal fee.

Charges to be reviewed annually.

Farnsfield St Michael's C of E Primary School
Lettings Booking Form 2026



Name of Organisation.....

Main contact name.....(known as the Hirer)

Address.....

.....

Telephone number.....

Email.....

Purpose of letting.....

Date required.....

Please state which facility you require:.....

The Hirer must not use, permit or allow room(s)/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials.

- I confirm I have public liability insurance to the value of £5 million. A copy of my policy is enclosed.
- I have a current enhanced DBS certificate (copy enclosed where applicable.)

Signed..... Date.....

Payment to be made via BACS to the school within a week of the letting taking place.

I acknowledge the booking detailed above.

Signed..... Date.....

Head Teacher