St Francis of Assisi Catholic Primary School

Lettings Policy

September 2026

Review September 2027

Policy Objectives
The governors have delegated day-to-day responsibility for lettings to the Head of School. This policy outlines school guidelines for operation of Lettings at St Francis Catholic Primary School.

Statement of Intent
The governing body accepts its responsibility to administer the letting of the school premises, understanding:

- that school premises represent a significant capital investment and should be fully utilised;
- are a valuable community resource;
- are used for educational purposes;
- that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating educational activities;
- that St Francis Catholic Primary School is committed to fostering high expectations and developing the full potential of each individual that they become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world. Our priority usage supports this ethos.
- that school premises are a useful resource for the staff in order to support the governor's commitment to staff wellbeing.

Priority usage

The governing body will allow the use of premises in the following order of priority:

- School events
- PTFA meetings and events
- Staff only events in particular those that improve staff wellbeing
- Parents of children attending the school
- Other users, including private users, approved by the Headteacher, who will be sympathetic to the catholic ethos or needs of the community served by the school.

Charges for lettings
The LGB will annually review the existing charges for lettings. The current proposed charges are attached on Appendix A.

Availability of premises for Shared Use
The school premises are not available for overnight accommodation.

Term time lettings: normally permitted between:

Mondays to Fridays
15.30 – 22:00 (with priority given to school extra-curricular events)

Out of Term time lettings:

Mondays to Fridays
08:30– 18.00 (with priority given to school extra-curricular events). This is only on agreement with the Headteacher and taking into account the additional cost of caretaking overtime to open/close the school as well as the requirement to have school staff on site. The current proposed charges are attached on Appendix A.

School closures
Hirers should be aware that there may be school events such as parents evenings and PTFA discos which may cause cancellation of regular, weekly bookings.

The school site is closed on the following dates:
- National Bank Holidays

Availability of Buildings

Facilities available for hire:
- Main Hall – including tables and chairs
- Studio as either an extension to the hall or as a separate room (stage doors either open or closed)
- Classrooms – one large and 1 small
- Dining Hall – during school holidays
- The main school staff room upon request after 18:00 and during school holidays
- School field

Facilities not currently available for hire
The kitchen facilities are **not** available for hire (due to Health and Safety legislation)

General arrangements

- St Francis Catholic Primary School is a non-smoking site (including external premises within the school grounds).

- All letting requests will be considered on the completion of an online application (available on the 'School Information' section of the school website or on receipt of the 'application to hire school premises form' which is available from the school office. Full conditions of hire are available with the application form. Available in Appendix B.

- St Francis will provide a Guide for Lettings, setting out information useful to those hiring the school.

- All lettings once agreed will be paid **in advance of the date of hire**. Exceptions to this are long term lettings which must be agreed with the Finance Manager ***in advance***. A surcharge of 10% may be applied to late payment of invoices.

- The use of school equipment must be agreed at the time of the application for hire. ICT is not part of any hire and any ICT requirements must be discussed in advance of the hire.

- Alcohol shall not be consumed on the school premises except with permission of the School Governors and will be subject to the conditions made at the time of the booking, and to the obtaining of a licence as necessary.

- The Governing body will not tolerate any violence or abuse towards any School Staff at any time. Anybody exhibiting inappropriate behaviour may be removed from the school premises. More serious episodes will be reported to the police.

APPENDIX A

St Francis Catholic Primary School

Standard Scale of Letting Charges

These charges are for a standard length of session outside of the school day and through the school holidays (the school day is deemed to be from 8:00am and 3:30pm). Hire periods less than one hour will be charged on a pro-rata basis.

Facilities	Cost of Hire per hour	Additional
Main Hall	£15.00 for parents of child attending the school £20.00 for private hirers	Tables and chairs provided but no kitchen facilities available
Studio	£12.00 for parents of child attending the school £15.00 for private hirers	
Classroom	£12.00 for parents of child attending the school £15.00 for private hirers	
Dining Hall	£12.00 for parents of child attending the school £15.00 for private hirers	Access to toilets available
Staffroom full use	Available with above hire at a cost of £5 per booking.	
School field/playground	£15.00 for parents of child attending the school £20.00 for private hirers	£5 per hour if booked alongside any other room hire
Caretaker opening/closing of school due holiday periods	£13.50	No charge during term time if hire ends by 19:00.
Office Staff Admin	£13.50 per hour fixed	

Additional unit charges are as follows:

Conditions of Hire

Payment for the use of consumables or photocopying will be agreed between the school and each hirer on an individual basis.

Staff use of school facilities

The school governing body recognises the importance of staff wellbeing and wishes to support the school community with the use of facilities if available. School staff who may wish to hire the facilities for a non-profit making activity (no income involved) that involves the school community only (staff or staff/students) will be offered the facility free of charge (for example, five a side staff football, mindfulness programme). This offer is subject to availability of the premises and the general terms and conditions of the lettings policy.

Use of school facilities by an external agent/company for the benefit of staff

If the facilities are hired by an external agent/company with the purpose of delivering an activity or event for the benefit of the staff (existing and previous) of the school, the facilities are offered free of charge on the condition that only staff/students of the school are attending. This provision is on the understanding that the agent/company offers discounted rates to staff and there is no cost to the school. This offer is subject to availability of the premises and the general terms and conditions of the lettings policy.

Staff wishing to use the facilities for the operation of other events/activities for which charges are applied and are available to the wider community will be governed by the standard lettings charges detailed on appendix A.

APPENDIX B

APPLICATION TO HIRE SCHOOL PREMISES

St Francis Catholic Primary School, NR2 3QB

Tel: 01603-743317

PART ONE: ACCOMMODATION REQUIRED

Main Hall ☐ Studio ☐ Dining Room ☐ Classroom ☐

Staffroom ☐ Field ☐ Room and Field ☐ Office Staff ☐

Please tick/fill in boxes as appropriate

Detail any equipment / facilities required regarding ICT:_____

_____

_

PART TWO: HIRER DETAILS (Block Capitals Please)

Name of Group / Organisation:

_____

Number of people expected on site: (Adults) ☐ Under 18's ☐ *(State age if under 18)* ☐

Name of Applicant: _____ Address: _____

_____ Postcode: _____

Tel No. (Work) _____ (Home) _____ (Mobile) _____

Day of Hire: _____day From: _____hrs To: _____hrs

Purpose of Hire (if fundraising etc): _____

DATES	Week 1	Week 2	Week 3	Week 4	Week 5
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					

N.B. Please insert actual dates in each column to avoid confusion. School has limited opening during holiday periods. Please speak to the Headteacher if your letting requires out of term time school site opening.

Any non-availability will be advised to the hirer on receipt of this application form or as changes occur.

PART THREE: DECLARATION

I apply for the use of the above accommodation and facilities and if my application is approved I will pay in advance all lettings charges in accordance with the attached schedule of charges and agree to comply with the conditions overleaf.

Signed: _____ Date: _____

Please return this form to the school office, at the above address.

Signed: _____ Date: _____

Approved by Felicity Hope, Headteacher. Forms will be signed and a copy returned to hirers with the relevant invoice for payment prior to hire date.

St Francis Catholic Primary School

CONDITIONS OF HIRING

SCHOOL PREMISES

All lettings fees shall be paid in advance by the Hirer. Specific bookings may be made for single lettings or repetitive lettings. Hire can be agreed for a defined length of time with the maximum being one school term and the hire will be reviewed by the Headteacher on a termly basis with any changes required communicated with the hirer. A provisional booking may be made and cancelled by the hirer at any time, but once an application to hire has been submitted and invoice raised, the booking cannot be cancelled unless 14 days prior to notice has been given by the hirer where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than at the hirer's instigation the fee relating to the booking will be fully refunded.

CHARGES

All charges are documented in the Lettings Policy.

USE OF PREMISES

School Responsibilities

For the duration of the lettings period schools will be responsible for ensuring the following provision:

Adequate means of escape in an emergency

Adequate equipment available for use should an emergency situation arise. This should include:

Fire extinguishers, first-aid kit, access to telephone.

Adequate heating, lighting and ventilation. This should include external lighting where required.

Safe equipment and premises. Individual arrangements should detail which equipment should be used and which not.

Assistance available on call to deal with defects to school plant or equipment and ensure premises are secured.

Sufficient information given to hirers on operation of plant, equipment and emergency facilities.

Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.

HIRER RESPONSIBILITIES

No smoking on school premises, whether inside buildings or outside.

For the duration of the letting period the Hirer will be responsible for ensuring the following:

As a condition of use and occupation of the premises; to comply with KCSIE the hirer must provide a copy of their Liability Insurance, provision of current safeguarding and child protection policies and procedures, failure to comply with this would lead to termination of this agreement.

Adequate supervision is available

Normal and emergency procedures are followed

No school equipment, other than that specified at the time of letting, is used.

Familiarity needed with emergency equipment, such as fire extinguishers, alarms, and telephone and first-aid facilities.

An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.

Facilities and equipment are used in a responsible manner which does not compromise the safety of the users or the premises and equipment. This includes ensuring that:

Alcohol is not consumed

Emergency exits, fire extinguishers, alarm points are not obstructed.

Adequate walkways are available to allow free and easy access and egress.

No gas cylinders or canisters are used inside the premises.

Combustible materials are not placed adjacent to heat sources.

Equipment is used for the purpose for which it was designed.

Flammable and/or hazardous substances are not to be used.

Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate and the area that has been used is left in the condition it was found.

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertake to indemnify the School against the cost of infringement. The Head of School will require from the hirer the sight of a licence to use sound recordings for any let where music is played. This includes the playing of radios, tapes, CD's and records.

A licence may also be required for the performance of dramatic or musical work.

(Hirers should be warned that the use of 'home produced' tapes is illegal).

CHARGES FOR SPORTING USE

The hirer is reminded that the charges for Sporting Use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

Costs:

Facilities	Cost of Hire per hour	Additional
Main Hall	£15.00 for parents of child attending the school £20.00 for private hirers	Tables and chairs provided but no kitchen facilities available
Studio	£12.00 for parents of child attending the school £15.00 for private hirers	

Classroom	£12.00 for parents of child attending the school £15.00 for private hirers	
Dining Hall	£12.00 for parents of child attending the school £15.00 for private hirers	Access to toilets available
Staffroom full use	Available with above hire at a cost of £5 per booking.	
School field/playground	£15.00 for parents of child attending the school £20.00 for private hirers	£5 per hour if booked alongside any other room hire
Caretaker opening/closing of school due holiday periods	£10.00	No charge during term time if hire ends by 19:00.

LIABILITY OF HIRER

St Francis Catholic Primary School shall not be liable for any injury or damage to, or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of negligence from the School. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, the School or others entering the property.