



GRAYSWOOD PRIMARY SCHOOL
Church of England (Aided)

Lettings Policy and Procedure

Policy Schedule	
Written	Summer 2022
Last reviewed	Summer 2025
Last ratified by Governing Body	Summer 2025
Next Review	Summer 2026

Version History

Date	Section	Changes made	Changes made by
28/11/2023	Safeguarding	Updated following latest guidance in KCSIE 2023	Jackie Simpson
28/1/2025	Emergency Procedures	Updated Contacts	Emily Butcher
28/1/2025	Policy	8. Allow use of kitchen but not equipment and remove menus	Emily Butcher
28/1/2025	Appendix E	Remove Catering and IT Support	Emily Butcher
23/5/2025	Appendix E/F	Amended hall hourly rate to £20 and dates	Emily Butcher

INTRODUCTION AND AIMS

The aim of this policy is to provide guidelines for the use of Grayswood CE Primary School facilities, which is welcomed, for the benefit of Grayswood CE Primary School and its community.

The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the premises, has due regard to safeguarding policies and practices. Grayswood CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all hirers and individuals working with children on the premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service).

POLICY

1. The needs of the school that is the Headteacher, staff and pupils will take priority over lettings.
2. The Headteacher has delegated authority to approve standard lettings. Any lettings deemed by the Headteacher to be non-standard will be referred to the Governing Body. The Headteacher may delegate lettings arrangements to designated staff.
3. The Governing Body and Headteacher, have the right to refuse any request for hiring and the premises will not be let to individuals or organisations if there is reason to believe that the name of Grayswood CE Primary School may be brought into disrepute.
4. The Headteacher will set charges which will be approved by the Governing Body for lettings guided by these principles and all lettings administration will reflect the guidance to Section M (Community and Extended Use of Centres) of Surrey County Council Finance Manual. This includes:
 - a) Lettings to the School PTA will be free of charge
 - b) Non profit making agencies supporting children and families within Surrey County Council (SCC) that are consistent with the Grayswood CE Primary School core purpose and values, may have use of the premise, where authorised by the Headteacher. Lettings to bonafide groups may be charged at cost, to cover caretaking, energy, wear and tear and administration.
 - c) Lettings to all other hirers will be charged at cost plus a profit margin proposed by the Head and approved by the Governing Body.

5. Where hirers of Grayswood CE Primary School premises are undertaking activities involving children, the responsibility for vetting checks lies with the hirer. Governors require that for all hire involving groups working with children, appropriate levels of disclosure have been obtained from the DBS for the individuals working on the premises. Where a DBS disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.
6. Grayswood CE Primary School will decide whether a Premises Manager or other suitable nominated key holder is required throughout a letting or just for opening and closing. The Premises Manager or key holder shall give reasonable assistance to hirers advising them of the nearest toilets, fire exits and telephone (for use in an emergency only). Additional charges to cover opening/closing costs may be applicable.
7. Where the Headteacher approves that a hirer(s) may be a key holder, a key holder agreement form will be completed. [Appendix A]. References should be sought and insurance advice obtained from SCC.
8. Grayswood CE Primary School kitchen equipment are not available to hirers however access to the kitchen area is permitted.
9. SCC is the licensing authority for the purposes of the Licensing Act 2003 and is responsible for granting licences and notices. A Premises Licence or Temporary Event Notice may be needed for certain activities including public entertainment and the sale of alcohol. Hirers must liaise with Grayswood CE Primary School in respect of any event that requires a license.
10. Certain areas of the grounds may be used, if prior approval has been given by the Headteacher. These must not be rendered unfit for Grayswood CE Primary School use, by hirers. A charge will be levied for use of the grounds.
11. The Governing Body will agree the charges for use of rooms taking into account Surrey County Council's charging guidance. Charges for lettings will be reviewed at least annually with effect from 1st September each year.
12. All hirers must adhere to Grayswood CE Primary School policies and the aims and objectives of any programmes must be in line with Grayswood CE Primary School core purpose and values.
13. Any conflict of interest between Grayswood CE Primary School and a hirer should be declared and reviewed by the Headteacher which could result in termination of any hire agreement.
14. Grayswood CE Primary School operates a No Smoking policy anywhere on the premises which includes the external grounds.
15. All hirers must sign to agree that they will act in accordance with the Terms and Conditions of use of Grayswood CE Primary School premises.

SAFEGUARDING

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

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.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact Hannah Cole (DSL) or any DDSL as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

PROCEDURE

1. Hirers must apply for use of the premises using a Grayswood CE Primary School booking form [Appendix B1]. A letting will only be confirmed on receipt of the completed booking form. Grayswood CE Primary School will confirm a booking to the hirer via email, in writing or, using the SCC 'Notification of approval of letting form' [Appendix C].
2. All hirers must sign to agree that they will act in accordance with the Terms and Conditions of use of Grayswood CE Primary School premises. [Appendix C]. Terms and Conditions will be issued with the confirmation and a copy of Grayswood CE Primary School Lettings Policy if requested.
3. A non-refundable deposit may be requested for lettings. Refundable deposits need to be agreed in advance with Grayswood CE Primary School.
4. Payment for all lettings shall be made in accordance with the Terms and Conditions. No refunds will be given if the hirer is unable to fulfil their part of the lettings agreement. Charges are agreed at least annually by the Governing Body. [Appendix E]. Hirers will receive an invoice for any charges incurred and payment is required from the hirer, within 14 days of receipt of the invoice.
5. All hirers must have sufficient Third Party Liability Insurance as required by SCC, currently a minimum of £5 million. An original copy of the insurance policy must be provided and a copy will be kept on file at Grayswood CE Primary School. If the hirer is not in possession of their own policy, Grayswood CE Primary School will add an additional charge of 15% of the normal hire cost to include this insurance.
6. All hirers must report any accidents to Grayswood CE Primary School as soon as possible. Grayswood CE Primary School should then complete a report of the incident on the OSHENS reporting system.
7. All persons hiring the premises will be expected to conform to the relevant Health & Safety regulations. Where appropriate, a copy of the hirer's Risk Assessment should be provided and kept on file at Grayswood CE Primary School. Grayswood CE Primary School will undertake a risk assessment where deemed appropriate.
8. All hirers of Grayswood CE Primary School facilities should have their own complaints procedure should anyone attending their activity/club have an issue they want to follow through formally.

IN ADDITION:

Further information regarding the lettings policy, procedures and fees, can be obtained from the Business Manager

Appendices:

Appendix A	Key Holder Agreement form
Appendix B	Grayswood CE Primary School booking form
Appendix C	SCC approval of letting form
Appendix D	Terms and conditions
Appendix E	Charges – Community/ Charity use and non-community use
Appendix F	Charges – Community for personal use

Appendix A: Key Holder Agreement form

Agreement between:

Grayswood CE Primary School

and

.....
[Name and address of hirer]

In respect of the hire of premises as per the **Letting Agreement dated**

[.....]

A member of the **[organisation] nominated by** **[Name of hirer]** has been authorised by Grayswood CE Primary School to hold the keys of Grayswood CE Primary School premises subject to:

Key Holder Delegated Responsibilities

The Key Holder’s prime responsibility is the security of the premises.

Prior to the commencement of the letting the Key Holder will be made familiar with the site, particularly the operating of the alarm systems, location of a phone for emergency use, location of fire exits, procedures for security checking when locking up and the standards of cleanliness and tidiness. The Key Holder must also be aware of and accept that they are responsible for leaving the site secure at the end of each letting.

Access is restricted to the agreed letting arrangements and is subject to confirmation of insurance being received or an additional charge of 15% of the hourly rate, for Surrey County Council insurance cover.

Emergency Procedures

In case of a serious issue or emergency, contact the emergency services. In the event of a site emergency or issue, centre staff/key holders should be contacted in the following priority order:

- | | | | |
|----|---------------|--------------------|--------------|
| 1. | John Lockwood | (Premises Manager) | 07910 806768 |
| 2. | Emily Butcher | (Business Manager) | 07943665438 |
| 3. | Hannah Cole | (Head Teacher) | 07817 781320 |

Please note: An additional charge may be made if the Premises Manager or other staff member is called out to the site.

Key Holder Information

Name	Address	Contact Numbers	Position

I acknowledge receipt and take full responsibility for the keys to Grayswood CE Primary School main entrance while in my possession.

I understand that any key issued to me remains the property of Grayswood CE Primary School and is provided for my sole use as key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person other than nominated key holders listed above.

I understand that I am required to immediately report the loss, theft or damage to the key in my possession and that a charge for replacement will be made

I agree to return the key in my possession upon termination of the Letting Agreement or when requested to do so by the Premises Manager, Business Manager or Headteacher.

I agree to report any accidents or breakages to the Business Manager as soon as possible following the event, as per point 5 in the Terms and Conditions.

I have read and understand the Letting Agreement and Key Holder agreement and agree to abide by these terms and conditions.

APPENDIX B

Application for Use of School Premises

Form ED110



Please complete this form using **BLOCK CAPITALS**

School

GRAYSWOOD PRIMARY SCHOOL

This application must be submitted to the school 21 days in advance for occasional use or one term in advance for regular usage.

Your Surname	<input style="width: 95%;" type="text"/>	Main telephone	<input style="width: 95%;" type="text"/>
Your Forename(s)	<input style="width: 95%;" type="text"/>	Mobile	<input style="width: 95%;" type="text"/>
Your Address	<input style="width: 95%;" type="text"/>		
	<input style="width: 95%;" type="text"/>		

Name of Organisation

Will you be present during the letting period **Yes**

No

If no please tell us about the person responsible

Surname	<input style="width: 95%;" type="text"/>	Main telephone	<input style="width: 95%;" type="text"/>
Forename(s)	<input style="width: 95%;" type="text"/>	Mobile	<input style="width: 95%;" type="text"/>
Address	<input style="width: 95%;" type="text"/>		
	<input style="width: 95%;" type="text"/>		

Please tick to show the type of attendance:

- a) Limited to members only
- b) Limited to members, parents and friends
- c) Open to the general public
- d) On payment of a charge
- e) By programme, to be paid for

If d) or e) who will receive the takings?

What will you use accommodation for?

Please tick to show which of the following facilities you need, or state the number if necessary

Gymnasium	<input type="checkbox"/>	Changing Facilities	<input type="checkbox"/>	Playground (specify use)	<input style="width: 95%;" type="text"/>
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Showers	<input type="checkbox"/>	Football Pitch	<input type="checkbox"/>	Facilities for boiling water	<input type="checkbox"/>
Classrooms	<input type="checkbox"/>	Cricket Pitch	<input type="checkbox"/>	<u>Kitchen (specify use)</u>	<input type="text"/>
Piano	<input type="checkbox"/>	Hockey Pitch	<input type="checkbox"/>		
Large Hall	<input type="checkbox"/>	Tennis Court	<input type="checkbox"/>	Number of people to be catered for	<input type="checkbox"/>
Small Hall	<input type="checkbox"/>	Other Court (specify)	<input type="checkbox"/>	Exact period required	<input type="text" value="From"/> <input type="text" value="To"/>
Caretaker	<input type="checkbox"/>	Specialist room (specify)	<input type="checkbox"/>		
Swimming Pool	<input type="checkbox"/>				

Do you need the school to arrange insurance for you? Yes No see condition 5 Terms and conditions on page 2

Facilities Required

Occasional use:	Date required	<input type="text"/>	Time from:	<input type="text"/>	Time to:	<input type="text"/>
or						
Regular use:	Every	<input type="text"/>	Time from:	<input type="text"/>	Time to:	<input type="text"/>
Starting from	Date required	<input type="text"/>	Until	<input type="text"/>		

I undertake to pay the approved charges. I accept the terms and conditions of use set out on page 2.

Signature	<input type="text"/>	Date	<input type="text"/>
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Appendix C: Approval of letting (SCC form FIN566)

Notification of approval of letting of school premises

Form
FIN56
6



To Address

Postcode

Please complete this form using BLOCK CAPITALS

Vat No 216 9472 49

Organisation

From Address

Postcode

Your application for the use of the school premises has been approved as follows, subject to the terms and conditions set out overleaf

Your approval number is

School

Occasional Letting or Regular Letting

	<u>Day</u>	<u>Month</u>	<u>Year</u>
Every	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>

From | | T O |

Starting from

From | | T O |

Purpose of Use

Until

<u>Facility</u>	<u>Hours Required</u>	<u>Occasions</u>	<u>Rate</u>	<u>Total</u>
				£0.00
				£0.00
				£0.00
				£0.00
				£0.00
Sub Total				£0.00
Add Vat				£0.00
Add refundable deposit				
Add insurance premium				
Total Amount Payable				£0.00

Select Instalment due as specifically agreed between the school and hirer

Amount due monthly	<input style="width: 60px; height: 20px;" type="text" value="£0.00"/>
Amount due half termly	<input style="width: 60px; height: 20px;" type="text" value="£0.00"/>
Amount due termly	<input style="width: 60px; height: 20px;" type="text" value="£0.00"/>

Cheques should be made payable to

Bacs payment details:

Note in the event of cancellation or any variation in the time of booking you must inform the Head teacher two weeks before the letting or a cancellation fee will be charged.

Appendix D – Terms and Conditions of Use for Community School Premises

Terms and conditions of use for community school premises

1. There will be at least two weeks' notice for any cancellation of a booking made by the hirer.
2. Payment of the appropriate charges as set out on form FIN 566 will be made on demand though schools may agree alternative arrangements for regular lettings covered by one approval eg (monthly, half termly, termly, quarterly etc). Any such agreement must be approved in writing, and is subject to payments being received at the agreed intervals.
3. If in attendance as shown on form FIN 566, caretakers will give reasonable assistance, within the terms of their employment, to hirers.
4. The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the Governors in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the school.
5. The hirer shall pay to the Council the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises, and all equipment or property thereon (whether provided by the Council or any other body or person). All damage and/or accidents to be notified to the school immediately. Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand. The school can arrange insurance for an additional fee.
6. If the caretaker is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the caretaker.
7. A hirer must not sub-let to another party.
8. The hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use.
9. (a) No intoxicating liquor will be brought on to or consumed on the premises except at a function organised by a body or bodies which the Governors of the school shall have approved.
(b) Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.
10. No preparations are to be applied to the floor.
11. Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc required for the usage, and for removing them before the school re-opens on the following day.
12. In the case of lettings for music, singing, dancing, or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.
NOTE: All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform with the regulations governing the issue of licences for public entertainments so that they cannot normally be used for this purpose. Any proposals to use a school for a public entertainment must be discussed carefully with the local District or Borough Council.
13. There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
14. Surrey County Council operates a No Smoking policy in all its premises.
15. Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from, or requires, a licence under the provisions of the Cinemas Act 1985 or any statutory modifications thereof.
16. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and toilet accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.
17. The hirer must ensure the immediate evacuation of the premises if an alarm is triggered or when requested to do so by any member of the staff or the Police or other emergency service in case of fire or other emergency in any part of the premises or in or on any neighbouring land or premises or when any fire or other emergency drill is being carried out on the premises.
18. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the school Governors.
19. This school is committed to safeguarding and promoting the welfare of children and young people and expects hirers to share this commitment. All hirers working with children are required to have a DBS disclosure at an appropriate level (as defined by the Disclosure & Barring Service) for those individuals working in school premises on behalf of the hirer.
20. Power of Revocation
 - (a) The Governors reserve the right to revoke without notice any contract for the hire of school premises.

(b) Governors, or any employee of the County Council so authorised, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.

(c) Where periodic payment terms have been agreed, failure to make those payments may result in termination of the agreement

21. Counter Terrorism and Security Act 2015

(a) The hirer acknowledges that Surrey County Council ("the Council") has a duty under the Counter-Terrorism and Security Act 2015 ("CTSA") to have due regard to the requirement to prevent people from being drawn into terrorism.

(b) The hirer shall facilitate the Council's compliance with its duty pursuant to the CTSA and the statutory guidance issued under section 29 of the CTSA and in particular the hirer shall ensure that:-

(i) the premises (and each and every part of them) do not provide a platform for extremism;

(ii) the premises (and each and every part of them) are not used to disseminate extremist views

(c) The Council reserves the right to revoke without notice any contract for the hire of the premises if it identifies or suspects that the hirer may use (or be using) the premises contrary to this clause

The use of school premises for purposes other than those of the school itself is subject in all respects to the County Council's regulations for the community use of schools. See Section M of the School Finance Manual

Appendix E: Charges – Grayswood Primary School Community/ Charity use and non-community use

Room Hire Charges: September 2025– August 2026		
	Community and Charity Use	Non-Community Use
	Hourly rate ¹	Hourly rate ²
Hall	£20.00	£25.00
Classroom	£10.00	£12.50
Music/Rainbow Room/ Library	£10.00	£12.50
External area(s)	£6.50	£15.00

¹ **Community and charity use rates** - cost recovery only (energy, wear and tear, admin etc).

² **Non-community use rates** - cost recovery (energy, wear and tear, admin etc) plus a profit element

Please note. The additional charges may also apply to any hire:

- To cover any costs incurred by Grayswood CE Primary School by providing a staff member to open and/or close the centre outside normal opening hours (Monday – Friday 9.00am – 15.30pm).
- Where the hirer does not have public liability insurance an additional charge 15% (of the room hire) will be added to the total room hire charge.
- If VAT is applicable (certain events only).

Appendix F: Charges – Grayswood Primary School, Community for personal use

Our hall is available for hire for birthday parties and celebrations to existing or previous parents, current staff and work associates or local community parent/carers. Bookings at the discretion of the Headteacher.

The rate is for a 2 hour booking plus allows 30 minutes each side for setting up and clearing down.

15% insurance is included.

Additional hours are charged at £20 per hour.

The payment of a deposit to cover cleaning/damage/additional usage and hire fee is required prior to use of the facility.

Room Hire Charges: September 2025 – August 2026	
‘All-in’ special rate for Parent/Carers/others	
Hall	£60.00 (for 3 hours)
Additional Hours are charged at £20 per hour	
External area(s)	£6.50

Staff/governor volunteers will be sought to open/close the premises. In the event that this is not possible an additional charge may apply.