



Lettings Policy

Category: Non-Statutory	Approved by: Finance & Resources Committee
Approved: December 2025	Next Approval due: December 2026
Initial Review by: School Business Manager	Formal Review by: Finance & Resources Committee
Linked Policies: Equalities Policy	

Our Christian Vision:

Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed everyone and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for all.

1. Booking and Insurance

Bookings **shall** be made on a “Hirer’s Liability Form”.

The “Hirer’s Liability Form” **shall** be used for all lettings, even if no charge is required.

A full written risk assessment **shall** be carried out for each letting.

The completed “Hirer’s Liability Form” and risk assessment **shall** be held on file by the school.

The form and risk assessment are required to ensure that each letting is covered by the school insurance policy. See the “Guidelines for The Letting of WBC School Premises to Third Parties”.

2. Lettings Groups and Charges

The school hall will only be let to the following letting groups, at the Governing Body’s discretion and consultation:

- after school clubs (not private clubs) – for social activities such as dancing, football, rugby etc, for periods on 1 hour only
- Friends of Woolhampton events
- parent meetings
- Parish Council
- use by the Church

3. Charges

Charges will only be made to those institutions in Group 2 at a level discussed, debated and agreed at FGB. Such charges will be minuted at the Finance Committee.

4. Hours of Letting

Lettings for after school clubs may take place between the hours of 3:15 pm – 6:00 pm on term-time weekdays.

Letting hours for other groups outside of these times are at the discretion of the Head and the Governing body, please contact the school office.

5. Car Parking

Car parking should be in the car parks provided. Otherwise, parking should be at the side of the road nearest the churchyard. Cars must be parked safely and legally.

6. Letting Rules

- Use of any equipment including hall apparatus, including PE mats, is strictly forbidden unless by prior arrangement with the Headteacher.
- Entry to and the use of the main school kitchen is forbidden. Hirers may use the school house kitchen.
- Use of inflatable bouncy castles and ball ponds, etc is forbidden.
- All furniture should be returned to the storage place as indicated. Furniture not to be used will be indicated.
- The hall must be left in the state in which it is found and this will be checked by the key holder. Any shortages such as paper towels and toilet rolls should be reported by the hirer to the key holder.
- Non-marking shoes should be worn at all times. If any marks are left on the floor the cleaning expense will be chargeable.
- Letting is for the use of the hall only, and not the grounds or playgrounds. Institutions in Group 2 will, with the agreement of the Headteacher be able to use the playground.
- Smoking (including the use of E-cigarettes) is not allowed in the school grounds or buildings.
- Dogs (apart from guide dogs) are not allowed in the school grounds or buildings.
- A damage deposit may be required, at the school's discretion.

7. Reference Documents

Guidelines for The Letting of WBC School Premises to Third Parties (Appendix A)
Hirer's Liability Form (current example, Appendix B)

8. Monitoring and review

The responsible committee shall review this policy once every three years.

Appendix A

Guidelines For The Letting of WBC School Premises to Third Parties.

When a third party wishes to hire all or part of the school's premises, you will need to ensure that you are indemnified against costs resulting from any loss or damage which may occur during the period of hire.

If the hirer does not have their own public liability cover with a minimum sum insured of £5m, West Berkshire Council has arranged additional cover for those schools participating in the self-funded buy back scheme. This cover will protect the school and the hirer, provided that, as with any letting arrangement, a full written risk assessment has been carried out, and the standard Hirer's Liability Contract has been completed.

Further particulars, including the Hirer's Liability Contract and the Property Loss or Damage Claim Form, can be found on Webrisk, West Berkshire Council's internet based risk management website, to which all schools have access. Please contact Christine Allen, Webrisk administrator, on 01635 519470 or e-mail callen@westberks.gov.uk, if any assistance with access to Webrisk is required. Christine is also the officer to contact in the event of any claim enquiries under the policy.

Please be aware that the policy has an excess of £1,000, for which the school will be liable, unless a lower excess under the self-funded buy back scheme has been selected, as in the case of Woolhampton School, where an excess of £250 will apply. It may be possible to recover some or all of the excess from the hirer, should there be clear evidence of their liability, and they have sufficient funds available, but this possibility should not be relied upon.

The school may wish to charge hirers an additional fee (for example, 10% of the hiring costs) to offset against the excess for any claim.

Royston Peake
Insurance Officer
West Berkshire Council
Faraday Road
Newbury Berks
RG14 2AF

Appendix B



Hirer's Liability

.....School

Contract for the Hire of School Accommodation and Equipment by Individuals, Firms and Companies

Contracts are not entered into with a club. If a hiring is required on behalf of a club, the Contracting Parties shall be the School and an officer of the Club and the Hirer shall be liable to the School for all debts that shall arise under this Agreement.

In consideration ofSchool agreeing to let me

Name:

Address:

Post Code: Telephone No:

Occupation:

the following accommodation (*state your requirements - rooms / hall / accommodation / etc*):

.....
for the purpose of (*state purpose of letting*):

.....
on (insert date(s)):

from (insert times): to in accordance with the School's letting policy, conditions of hire and scale of charges

I hereby agree:

1. To hire and use the said accommodation/equipment in accordance with the School's letting policy and conditions and charges which I confirm that I have seen and read
2. That the School may at its discretion demand full payment of its charges or part thereof in advance be it before or during the duration of this Agreement whereupon I shall pay the School's charges on demand
3. That I have read and understood and shall observe and fulfil all the following Conditions:
 - a) I agree that all requirements relevant to the letting will be compiled with including obtaining any necessary licence (e.g. for the sale of intoxicating liquor) and that all personnel employed by the Hirer or involved with the activity concerned will be advised of these conditions.
 - b) Three clear days' notice is required in the event of the need to cancel a booking. If due notice is not given I will be required to pay the full hire charge.
 - c) VAT may be applicable in certain circumstances and for certain lettings. I have enquired at the time of booking whether VAT is payable.
 - d) I will ensure that a responsible person will be present on the premises at all times during the period for the letting.
 - e) I accept full responsibility for the damages to or theft of the School's and West Berkshire District Council's property occurring during the period for which the premises are hired.
 - f) Any cleaning undertaken which, in the opinion of the officers of the School, occurs as a result of the hiring and outside the scope of the agreed hire charge, will be charged to me at the appropriate rate.
 - g) The School and West Berkshire District Council accepts no responsibility whatsoever and howsoever caused, for the loss of personal property brought into or left in the premises during the letting.
 - h) If I discover a hazard in regard to access to School premises or the equipment to be used, I shall take action to make the School's representative aware of the hazard.
 - i) I agree that no equipment will be used without the prior approval of the Headteacher of the School or the School's representative, as the case may be, and that the installation of my equipment will be carried out by competent personnel.

Appendix B (Cont.)

- j) I accept that I should familiarise myself with the position of telephones, escape routes, fire alarms and fire fighting equipment. Notices regarding the procedures in relation to action in the event of fire will also be studied and the information passed on by me to the users and any other person concerned.
- k) I shall indemnify the School and West Berkshire District Council against all claims, costs, demands, expenses, actions or liabilities howsoever caused, arising from the use of the premises including, where appropriate, from the use of the swimming pool by myself apart from claims and actions arising through the negligence of West Berkshire District Council, it's servants or agent, the School or it's governing body.

Signature of Hirer:
(Where Hirer is an individual)

OR

Authorised Signatory:
(Where Hirer is a firm or company)

Position: Date:

Witnessed by: Name of Witness:
(Block letters)

Address of Witness:
..... Postcode:

Occupation:

The account in respect of payment for the hire of the said accommodation/equipment should be forwarded to:

.....
.....

If the Hirer is a firm, this agreement must be signed by a partner of the firm. If the applicant is a limited company this Agreement must be signed by a director or the secretary of the company. This form to be returned to the School concerned at least 7 days before the proposed date of letting.