



Name of policy: Lettings Policy

Version	Date	Approved by governors	Description
1.1	01.07.2010	01/07/10	Annual Review of Policy by governors
1.2	June 2011	30.06.11	Annual review of Policy by governors
1.3	May 2012	10.05.12	Annual review of policy by governors
1.4	Summer 2013	16.05.13	Annual review of policy by governors
1.5	SPRING 2015	03.03.15	Annual review of policy by governors
1.6	Summer 2016	18.04.16	A slight change was made in relation to keyholding charges.
1.7	Summer 2018	23.04.18	Reviewed no changes made
1.8	October 2019	14.10.19	Reviewed no changes made
1.9	October 2020	19.10.20	Reviewed no changes made
2.0	January 2023		Charges reviewed and increased
2.1	May 2024	07.05.2024	Price increases for Sept 24
2.2	March 25	13/5/2025	Price increases for Sept 25

This policy is due for review on: Spring 26



General approach

The school is an important part in the local community and should look to support local activities as long as this is not detrimental to the educational functioning of the school and the school in some way benefits.

Guide to Lettings

When considering lettings we should be confident that the security of the school will not be compromised and that the building and the contents of the school will be looked after. Also no lettings should be accepted that would in any way affect the reputation of the school. The school must examine the opening and locking up arrangements and be confident that it will be done conscientiously. Key should only be given to people who are known to the school.

Insurance

No letting will be accepted where there is no evidence of adequate insurance. The school should however offer to purchase insurance on the behalf of the hirer. The current requirement is for public liability cover of two and half million pounds.

VAT

Individual lettings are liable to VAT and hirers should be advised of this before accepting the letting.

Charges

The current charges per hour are as follows

Hall	£18
Hall + Additional rooms	£20
Field & toilet access	£18

These charges do not include any keyholding charges (i.e. opening/closing of Highwood School). This is charged at a rate which will be calculated upon request.

Hirers to be invoiced Monthly in advance.

HIGHWOOD PRIMARY SCHOOL

CONTRACT FOR THE HIRE OF SCHOOL ACCOMMODATION

AND EQUIPMENT BY INDIVIDUALS, COMPANIES & ORGANIZATIONS

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 OF HIGHWOOD PRIMARY SCHOOL AGREEING TO LET ME / US

NAME:.....

ADDRESS:.....

POST
CODE:.....

TELEPHONE
NUMBER:.....

OCCUPATION:.....

THE FOLLOWING ACCOMODATION

(state your requirements/rooms/hall/accommodation/etc.):.....

PLUS (where applicable) any additional equipment

(Please specify):.....

FOR THE PURPOSE OF (State Purpose of Letting):.....

ON (Insert Date(s)):.....

FROM (Insert Times).....to.....



IN ACCORDANCE WITH THE SCHOOLS LETTINGS POLICY, CONDITIONS OF HIRE & SCALE OF CHARGES.

I/WE HEREBY AGREE:

1. that the school reserves the right to withdraw the letting with immediate effect should it be found that any part of the school and / or its equipment has been used inappropriately, damaged or stolen, and as a direct consequence impacts on the operational function of the school for its primary purpose.
2. to hire and use the said accommodation/equipment in accordance with the school's lettings policy and conditions and charges which I/We confirm that I/We have seen and read.
3. 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 where upon I/We shall pay the Schools charges on demand.
4. that I/We have read, understood and shall observe and fulfil all the following Conditions:
 - a) I/We agree that all requirements relevant to the letting will be complied with including obtaining any necessary licence (e.g. for the sale of intoxicating liquor) and that all personnel employed by the hirer or involved in 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/We will be required to pay the full hire charge.
 - c) VAT may be applicable in certain circumstances and for certain lettings. I/We have enquired at the time of booking whether VAT is payable.
 - d) I/We will ensure that a responsible person will be present on the premises at all times during the period for the letting.
 - e) I/We accept full responsibility for damage to or theft from the School's and Borough Council's property over which I/We have control 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 Wokingham Borough Council accepts no responsibility whatsoever and howsoever caused, for the loss of or damage to personal property brought into or left in the premises during or as part of the letting, unless such loss or damage arise as a direct result of the negligence of the Borough Council, its servants or agents.
 - h) The School and Wokingham Borough Council shall not be liable to the Hirer for any consequential loss except where such loss directly arises from negligent acts or omissions of the School or Wokingham Borough Council.
 - i) If I/We discover a hazard in regard to access to school premises or the equipment to be used, before or during the hire I/We shall take action to make the schools-representative aware of the hazard.
 - j) I/We agree that no equipment will be used without the prior approval of the head teacher 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.
 - k) I/We accept that I/We should familiarise myself/ourselves 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 the fire will also be studied and the information passed on by me/us to the users and any other person concerned.

l) I/We shall indemnify the School and Wokingham Borough Council against any legal liability for loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hired premises, or personal injury or death of any person caused during and by circumstances arising from or related to the hire of the premises. Apart from actions arising through the negligence of Wokingham Borough Council the School or its governing body.

m) I/We further agree to effect Third party insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hired premises, or personal injury or death of any person whatsoever caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:-

- i) Accidental bodily injury, including death to third parties and further in respect of damage to their property - **not less than £5 million**
- ii) Accidental damage caused by fire to the premises on hire - **£5 million**
- iii) Accidental damage caused to the premises on hire other than fire - **£10,000**

(The first £100.00 of any damage is payable by the Hirer except in the case of Fire or Explosion)

n) In accordance with Paragraph l, I/We agree to pay an additional insurance premium of 10.50% for regular hirers based upon the hire charge in respect of the above insurance conditions, unless I/We can demonstrate that any own insurance cover satisfies the specified conditions. Where the hire does not form part of a regular hire, i.e. on a weekly or month basis then a minimum charge of £2.65 will apply or 10.50%, based upon the hire charge, whichever is the greater. Where this charge is levied, the hirer should note that there is a **£100** excess in respect of paragraph **m (i) damage and m (iii) accidental damage. Political meetings, Professional Entertainment Promotions and Commercial ventures are excluded from this cover.**

SIGNATURE OF HIRER (where hirer is an individual):.....

OR

AUTHORISED SIGNATORY (where hirer is a firm/company or organisation):.....

POSITION:.....

DATE:.....

WITNESSED BY
(Signature):.....

NAME OF WITNESS (Block Letters):.....



ADDRESS OF WITNESS:.....

POST CODE:.....

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 at least 7 (seven) days before the proposed date of letting.*

Limits for Non Education are £2 Million Property and £2 Million Personal Injury.

