



Edisford Primary School

Confidence. Persistence. Getting Along. Organisation. Resilience.

Edisford Primary School Lettings Policy

Agreements made by the Governing Body

- 1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.*
- 2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.*
- 3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.*
- 4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.*
- 5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.*
- 6. A Letting Application / Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis. +*
- 7. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting)*

8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation, including signing in and signing out and not allowing unauthorised people into the school building, including parents, who must collect children when they are sent out to them by the hirer.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
11. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
12. Smoking is not allowed on the premises in line with school policy.
13. Alcoholic Drinks – a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc. b. No alcohol is to be stored or retained on the premises when pupils are in school.
14. There are two categories of charges for lettings.

Description for Charge A: For all lettings of the school buildings (following LCC guidelines-Appendix Q of the Lancashire Budget Planning document.

Description for Charge B: For lettings to groups affiliated to the school community and local community. E.g. local Scouts and Cubs group. These groups will be charged for out of school hours only i.e. weekend use and activities after 6 pm.

Charges

Charge A: £ 35 per session

Charge B: Discretionary fee for community groups

Updated July 2025.

Review date July 2026.



Lettings Application

(Please complete if you wish to apply for a letting).

1. Name, Address and Contact Number of Hirer:

Name of Organisation: _____

Name of Applicant: _____

Address: _____

_____ Contact number: _____

2. Name and address of person to be billed if not same as above:

3. All key holders will require training prior to letting.

Training given? Yes/No Date: _____

4. Emergency Contact:

Elizabeth Hamilton-Thorpe 01200 422239 (Headteacher)

Georgina Whiston 07745 247493 (Out of School Club Manager)

Chelsey McManus: 01200 422239 (School Bursar)

Vicky Wilson: 01200 422239 (Site Supervisor)

An additional call out charge (£15.00) will be charged to the user if hired without site supervisor.

5. Details of premises required:

Name of School: Edisford Primary School

Type of Accommodation Required	Tick if required	From	To
Hall			
School field			
School playground			
Nursery area, including toilets and outdoor area			

Classrooms			
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6. Purpose for which accommodation/premises are required:

7. If the letting is of a commercial nature, please supply details:

a. Will the general public be admitted? Yes/No (Circle as appropriate)

b. Details of admission charges: _____

8. Is copyright music to be performed?

Yes/No (Circle as appropriate)

9. Will the use of a piano be required?

Yes/No (Circle as appropriate)

10. Approximate number of people attending:

11. Is alcohol to be served?

Yes/No (Circle as appropriate)

12. Do you intend to use/bring into the premises any additional electrical equipment:

Yes/No (Circle as appropriate) Please also see note 6 below.

VAT Regulations Relating to the Use of Sports Facilities

a. Room hire alone is exempt. For example the local Brownies hiring the school hall or sports hall for a table top sale would be exempted from VAT.

b. If the local football club hired the school hall (NOT a sports hall) to play football, the letting would be exempt as the hall is not a sports facility.

c. If the local football club hired the school sports hall to play football as a one off letting, it would be standard rated.

d. Premises are sports facilities if they are designed or adapted for playing any sport or taking part in any physical recreation, such as swimming pools, football pitches, dance studios and skating rinks. Each court or pitch (or lane in the case of bowling alley, curling rink or swimming pool) is a separate sports facility. However, if the

same football club hired the school sports hall for a series of lets, they will be exempted from paying VAT if they meet all the following criteria: -

- The bookings are for at least 10 sessions
- The interval between the sessions is not less than 1 day and no more than 14 days apart
- The bookings are all for the same activity
- The whole series is to be paid for (there must be written evidence of this)
- The grantee has exclusive use of the facilities
- The grantee is a school, club, an association or an organisation representing affiliated clubs or constituent associations.

I/WE HAVE READ THE CONDITIONS OUTLINED ABOVE AND APPLY TO BE EXEMPT FROM PAYING VAT AS WE FULFIL ALL THE ABOVE CRITERIA

SIGNED: _____

ON BEHALF OF: _____

DATE: _____

Memorandum of Agreement and Indemnity to be completed for all applications:

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the County Council, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Lancashire County Property Group and the Licensing Section of Lancashire County Council. Further I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the County Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

I/We hereby undertake to provide at my/our own expense during the period hire of any swimming pool suitable and sufficient lifeguard personnel as based on the guidance of the Health and Safety Executive and as detailed in the "Instructions for the Use of Swimming Pools".

Under no circumstances does this letting give the user exclusive possession.

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signature _____

Designation _____

Date _____

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SCHOOL USE ONLY

1. This application for the use of school premises is acceptable to us:

Yes

No

2. The Governors have determined that this will be:-

(a) A free letting Yes No

(b) A chargeable letting at a cost of £..... per hour/session plus VAT where applicable.

Signed:Headteacher