

# George Spicer Primary School



## Lettings Policy

**Inspire, Empower, Improve**

'Learning well today to live a better tomorrow'

Date of Policy	February 2026
Headteacher	Dominic Spong
Chair of Governors	Deborah Dykins
Review date	February 2027
Approved by	Resources Committee

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## Statement of intent

George Spicer recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to organisations within the local community.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

This policy also provides important information to organisations that let the school premises, including health and safety matters and insurance arrangements.

### Legal

**This policy has due regard to all relevant legislation including, but not limited to, the following:**

- School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974

- The General Data Protection Act (GDPR)
- Data Protection Act 2018

**This policy has due regard to the following guidance:**

- DfE (2015) 'Advice on standards for school premises'
- DfE (2026) 'Keeping children safe in education'
- DfE (2023) 'The Prevent duty'

**This policy operates in conjunction with the following school policies:**

- Fire Safety Policy
- Health and Safety Policy
- Child Protection Policy
- Surveillance and CCTV Policy
- Asbestos Management Policy
- Emergency Plan
- Premises Management Plan
- Debt Policy

## Definitions

- **For the purpose of this policy, a 'letting' is defined as any use of the premises by either a community group, e.g. a sports club, or a commercial organisation.**
- **The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.**

## Roles and responsibilities

**The School Business Manager and Site Manager are responsible for:**

- Reviewing the applications of a proposed letting arrangement and determining whether the arrangement would pose a risk to the primary activities of the school and its pupils.
- Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
- Ensuring that the school has the correct insurance in place for hiring out the premises.
- Working with the Finance Officer to ensure all relevant policies and procedures are implemented and made available to hirers.
- Ensuring that the hirer's information is stored in accordance with the Data Protection Policy

**The Finance Officer is responsible for:**

- The overall coordination of the letting; handling any queries; communicating any relevant information to the hirer (e.g. fire safety precautions), school lettings pack
- Responsible for invoices and payments.
- Liaising with the SBM and Site Manager to establish whether or not the proposed activity is suitable for the premises.
- Checking the hirer has the appropriate public liability insurance.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply

**The Site Manager is responsible for:**

- Appointing a designated site staff.
- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained at all times.
- Organising any repairs and/or replacement of equipment.
- Ensuring that the hirer is familiar with fire safety procedures.
- Ensuring the hirer is made aware that CCTV cameras are installed within the school.

**Hirers are responsible for:**

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself, after use.
- Leaving the premises in a clean and tidy condition.
- Obtaining adequate public liability insurance and providing the Finance Officer with proof that they hold a current and relevant insurance policy.
- Agrees to compensate the school against any damage caused during the period of hire or as a result of any theft or any breach of this agreement to the building or to any equipment or appliances belonging to the school.
- Must ensure that the firefighting and detection equipment on the premises are not interfered with. If a fire is detected the fire alarm can be activated by breaking a fire alarm and the emergency services should be called from their mobile phone or a school telephone by dialling 999.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the Finance Officer.
- Informing the school of the activities that will be undertaken on the premises.
- Must provide their own first aid kits.
- An authorised person must remain at the premises until they are secured by site staff.

## Charging

**The headteacher is responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:**

- Costs of services (e.g. heating and lighting)
- Costs of staffing, including "on-costs"
- Costs of administration
- Costs of wear and tear
- Costs of using the school's equipment, if applicable

The charge issued for each letting will be reviewed annually by the resources committee.

Ad hoc lettings must be paid in advance and within 5 days of the invoice being issued.

Hirers will provide the school with at least **five days'** notice before cancelling a booking.

If a payment hasn't been made, the school will seek additional legal advice for the payment to be recovered.

## Lettings charges

	Monday to Friday (school hours)	School Holidays	Weekends	Evenings	Long-Term Lettings
Sketty Hall downstairs	N/A	£40 per hour	£50 per hour	£40 per hour	To be agreed
Sketty Hall Upstairs	£40 per hour	£40 per hour	£50 per hour	£40 per hour	To be agreed
Sketty Hall Studio	£35 per hour	£35 per hour	£50 per hour	£35 per hour	To be agreed
Kimberley Hall	£40 per hour	£40 per hour	£50 per hour	£40 per hour	To be agreed
Sketty Conference Room	£20 per hour	£35 per hour	£40 per hour	£35 per hour	N/A
Sketty Playground	£35 per hour	£35 per hour	£40 per hour	£35 per hour	To be agreed
Classroom	£20 per hour	£35 per hour	£40 per hour	£35 per hour	N/A

## Managing lettings

- The governing board has overall responsibility for the management of lettings.
- The SBM and Site Manager will be delegated the day-to-day management of the lettings.
- The SBM may delegate aspects of the management of lettings to other relevant members of staff, such as the Finance Officer and Site Manager.
- If the SBM has any concerns regarding the activities the hirers are conducting, they will consult the governing board and reach a decision together.
- Organisations wishing to hire the premises will approach the Finance Officer, who will identify their requirements and clarify the facilities available.
- Once the letting has been approved by the SBM/Site Manager, the Finance Officer will send confirmation in writing, along with Hirer packs outlining the full details of the letting and enclosing the terms and conditions of the hire agreement.
- The hirer will be invoiced for the cost of the letting.
- The hirer will be a named individual and the agreement should be in their name, giving their permanent private address.
- All letting fees that are received by the school will be paid into the school's bank account and paid by bank transfer.

**Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled.**

## Safeguarding

Organisations submitting a lettings request involving working with children and/or young people will submit a copy of their enhanced DBS.

Should an allegation be received by the school relating to an incident that 'happened when an individual or organisation was using their school premises for the purposes of running activities for children then the school will follow their safeguarding policy and procedures, including informing the LADO.'

Should an incident happen on site, the companies, groups, and individuals MUST report it to the school as soon as possible. Contact Designated Safeguarding Lead (DSL) Miss Eberle via [office@georgespicer.enfield.sch.uk](mailto:office@georgespicer.enfield.sch.uk)

All hirers must state the purpose of the hire.

When determining whether to approve an application, the school will consider the following factors:

- The type of activity
- Possible interferences with school activities
- The availability of facilities and staff
- Health and safety considerations
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if the hirer's purpose:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.

If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they should contact the SBM/Site Manager immediately.

The SBM will file a report to the Headteacher if there are reasons to believe that the letting has been used for purposes not previously authorised.

## Asbestos

The Site Manager will inform all hirers of any asbestos-containing materials (ACMs).

The known ACMs on the school's premises are:

- **Upper floor Music room fireplace and ground floor kitchen ceiling**

The Finance Officer will ensure that the hirers have access to the school's asbestos management survey.

If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

- The hirers will be informed by the Site staff on duty immediately
- All activities will stop, and everyone will be evacuated from the affected area
- Items, including equipment or personal belongings, will not be moved from the area
- Advice will be sought from an asbestos expert regarding remedial action

Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.

The school's Emergency Plan will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff and hirers.

## Emergencies and health and safety

In case of an emergency, the on-site telephones can be used to call the emergency services.

The Site staff on duty will show hirers where defibrillators are, should they be required.

Smoking or vaping is not permitted on the premises at any time.

The hirer will be shown the school's fire exits and evacuation points by the Site staff on arrival.

The hirer must ensure that at no time during the hire period is any emergency exit from the premises locked or obstructed.

The hirer will be provided with a copy of the school's Health and Safety Policy and will be expected to act in accordance with it at all times.

## Using the site

Opening and closing of the school is undertaken by the site staff.

The hirer is responsible for supervising the premises at the agreed times. The hirer is also responsible for the security of the area of the school being used.

Hirers will be provided with an emergency contact number for site staff. The Site staff will remain contactable throughout the letting.

The school premises are closed after 10pm to avoid any noise complaints from neighbouring residents.

The use of public announcement systems and loudspeakers must be agreed. This agreement must include a maximum noise level which is not to be exceeded.

Alcohol will not be brought on to, or consumed on, the premises unless the hirer holds a licence to sell alcohol and this has been agreed in writing with the Headteacher.

## Equipment

Hirers will identify any equipment they require from the school and detail this in their application form.

The Site staff will conduct an inventory of all the equipment that the hirer requests, noting its condition. The site staff will review this inventory after the hirer uses the equipment to ensure its proper use.

Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the Site Manager. Where permission has been granted, the site manager will oversee the move.

Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements. Hirers will report any stolen or missing equipment to the site staff on duty immediately.

Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.

The use of kitchen facilities is restricted. Hirers are not permitted to use school equipment including cookers, dishwashers, fridge/freezer, cups, cutlery, or any other kitchen items.

Hirers may access the kitchen area for water only and may bring their own kettle and equipment for use during the letting. Cold food and drink may be prepared on the premises, provided this is done in line with current food hygiene regulations.

Hirers are responsible for removing all waste generated during their use of the premises. All rubbish must be taken off site at the end of the letting.

The hirer will ensure that any equipment that they provide meets the relevant health and safety standards. The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.

CCTV systems will be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the school's Surveillance and CCTV Policy.

Data protection - The school will adhere to the Data Protection Policy at all times.

Monitoring and review – This policy is reviewed annually by the resources committee and the Headteacher. The scheduled review for this policy is February 2027.

**Hirer pack –**

- **Site on duty contact number**
- **H&S policy**
- **Asbestos Management Policy**
- **KCSIE 2025**
- **CCTV Policy**
- **Fire Safety Policy**

## George Spicer Primary School - Premises Application Form

The school will process the data collected in this form in accordance with the GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed [on the school website](#).

<b>Named individual:</b>	
<b>Company name:</b>	
<b>Address (for invoicing purposes):</b>	
<b>Contact number:</b>	
<b>Email address:</b>	
<b>Total amount:</b>	
<b>Payment due date:</b>	
<b>Requirements</b>	
<b>Date of hiring:</b>	
<b>Time of hiring:</b>	
<b>Room(s):</b>	
<b>Equipment needed:</b>	

<b>Details of any equipment you will be using on the premises:</b>	
<b>Purpose</b>	
<b>Details of the event:</b>	
<b>Will you be working with children and/or young people?</b>  <b>If yes, have you attached a copy of your safeguarding policy?</b>	
<b>Start time:</b>	
<b>End time:</b>	
<b>Expected attendance:</b>	
<p><b>By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.</b></p> <p><b>I acknowledge that my signature confirms all the details in this application form are correct.</b></p>	
<b>Signed:</b>	
<b>Date:</b>	

## Hire Agreement

The school will process the data collected in this agreement in accordance with the GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed [on the school website](#).

The Headteacher of George Spicer .....

The hirer: .....

Address: .....

.....

.....

Telephone: .....

Areas of the school to be used: .....

Specific nature of use: .....

Maximum attendance: .....

Details of any school equipment to be used: .....

Date(s) of hire: .....

Period(s) of hire: .....

Fee (specify per hour or per session): £ .....

The governing board agree to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

<b>Hirer's signature:</b>	
<b>Headteacher's signature:</b>	