Warfield CE Primary School

LETTINGS POLICY

Reviewed by: Karen Callard
Date of Review: January 2026
Date of Ratification: 4 February 2026
Date of Next Review: Autumn 2027

Reviewed annually:-

Last update

November 2023 by Jason Mawer, Karen Callard and Anna Kennedy – Rewritten and updated in line with latest guidance including safeguarding

November 2022 by Karen Callard	All reference to two sites amended. Changed insurance to £5m and added must sign in and out Update on Document names and revised charges
November 2023 by Jason Mawer Karen Callard & Anna Kennedy	Re-write Safeguarding, Health & Safety, First Aid, DBS sections in line with updated guidance and policies. Reviewed charges

LETTINGS POLICY

Introduction

It is the policy of the Governing

Body of Warfield C of E Primary School, to maximise the use of the school site for the benefit of the local community, particularly the children, without detriment to the school. To this end groups and individuals may hire certain school facilities, subject to availability and in accordance with the terms and conditions for hire as determined by the School Governors and given in this document.

The school is not able to provide facilities for weddings, birthday parties, discos or similar functions except for school staff or those organised by the school for its pupils or parents. The school operates a no smoking or vaping policy anywhere on the school site.

The usage of the school premises is under the jurisdiction of the Full Governing Body and the Governors delegate the day-to-day decision making to the Headteacher or their nominated representative, who will arrange the necessary accounting and administrative procedures.

The Church hire the school on a Sunday for public worship.

Types of Users and Activities

As an educational establishment of Church foundation, the Governors recognise different classes of usage of the premises. These are as follows:

1. **School Activities outside school hours.** Such use is under auspices of the Governors and staff. The Governors reserve the right to defer running costs for such activities.
2. **Parent-Teacher Association Activities.** As the Governors seek to promote the P.T.A, they reserve the right to defer the running costs of the premises for such activities on certain occasions.
3. **Church run Activities.**
4. **Other Groups and Individuals.** An application to hire the premises may be obtained from the school. This should be completed and returned to the school **at least 15 school days** prior to the proposed date of hiring. Detailed terms and conditions included with and on the application form must be strictly complied with by the Hirer.
5. **Elections, Parish Council and other Local Authority use.** The school is obliged to provide facilities for use during elections, if so required. The parish council may use the premises for formal meetings. These, together with other Local Authority use, are charged to cover running costs only and applications should be made directly to the school.

Charges

Charges are reviewed in the Autumn term each year. The level of charge will be determined by the type of user (see above) and the proposed function. Facilities available and hire charges are listed on the CHARGES SHEET. VAT is payable on equipment with the exception

of tables, chairs and sports equipment. Charges may only be varied with the agreement of the Chair of Governors or the Chair of the Resources Committee.

Booking and Deposits

A booking form (Appendix A–Contract for Hire) is required from anyone wishing to hire the school and a deposit is required from all users wishing to hire the school for single functions.

The hire charge includes an amount to cover cleaning after the event and the expectations regarding the letting are that it should be left as found and any chairs, tables etc used should be put away after use. If additional cleaning is required this will be deducted from the deposit or charged separately, and only the balance, if any, refunded to the Hirer. If additional costs exceed the deposit a further invoice for the balance will be issued.

Payment

- Regular lettings - to be invoiced half termly and payment is required within 7 days. A half terms notice is required to cancel the letting.
- Single event lettings – full payment is required 5 school days before the event to secure the booking. At least 3 school days notice of cancellation is required otherwise the full charge is payable. Items subject to VAT will be shown separately.

Insurance

All users must ensure that they carry sufficient insurance, and a copy of their insurance cover must be supplied at the time of booking. Currently the level of insurance must be at least £5million public liability, and property. Accidental damage caused by fire must be at least £5 million. If they do not have their own insurance all users, will be charged a percentage of the hire fee to cover insurance.

Hours of Lettings

No lettings on a Sunday, Good Friday or Christmas Day, other than Church use.

All lettings of the premises must terminate (premises vacated) by midnight to avoid local inconvenience.

School's Representative

The caretaker, cleaner, staff or governor is the representative of the Governors. Users should liaise with him/her on specific requirements. The representative has authority to take any necessary action to protect the school's interest during any letting.

Safeguarding

It will be necessary for the hirer to undergo a criminal records check via the Disclosure Barring Service (DBS), if a particular letting involves contact with children and young people. It is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with any relevant Safeguarding Children Board requirements to establish the requirement for necessary checks.

The school will require a statement from the hirer confirming their personnel/volunteers have DBS clearance. A copy of the groups safeguarding policy will also be required.

When there is a requirement for DBS check to be undertaken (any letting that involves contact with children and young people), the hirer must keep appropriate records in line with

the DBS Code of Practice and report to the School any safeguarding concerns which may arise.

The hirer will be required to provide evidence that DBS checks have been carried out.

Safeguarding Cue cards are available in the school reception by the signing in ipad.

All hirers must sign in and out using the ipad system

The hirer is responsible for informing the Headteacher and the relevant authorities of any safeguarding incident that occurs on school property.

Cleaning

It is expected that anyone letting the school facilities will maintain the standards of cleanliness whilst using the school. The school reserves the right to charge an additional cleaning charge if this is not adhered to and also if additional cleaning.

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials and it is the responsibility of the hirer to remove all rubbish and waste from the premises at the end of the letting.
No substance is to be applied to hall floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

Acceptance of Application

The Governors, or their approved representative, reserves the right to refuse any application without giving specific reasons. However, every effort will be made to maximise the use of the premises for the local community.

Termination

The Headteacher has the power to terminate any hire agreement relating to the hire of the school premises with immediate effect, in accordance with the terms and conditions of the agreement attached.

Health and Safety

It is a requirement of the School that all hirers carry a mobile phone which is in full working order and switched on at all times while on the premises in case there is a need to contact the emergency services. A mobile contact number for the School's representative will be provided to all hirers in case of emergencies.

Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times;
- the emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
- fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- the fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher;

- the school will issue all hirers with the Fire Evacuation Procedure (part of Appendix A) and the hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available;
- performances involving danger to the public shall not be permitted;
- highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the School or Headteacher;
- no unauthorised heating appliances shall be used on the premises;
- all electrical equipment brought into the building shall be subject to regular PAT testing. The intention to use any electrical equipment must be notified on the hire application form. The school disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment;
- adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc;

First Aid Facilities

It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel. There should be a nominated First Aider available at every letting.

There is no legal requirement for the school to provide first aid facilities and use of the School's resources is not available.

The hirer will be required to provide evidence that the hirer has first aid training.

Dogs

Except in the case of trained guide-dogs for the blind, hearing dogs for the deaf and other certified assistance dogs, hirers are not be permitted to bring animals onto the school premises.

Sub-Letting

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

Loss of Property

The school cannot accept responsibility for damage to, or the loss or theft of, the hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular the hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed.

Where parking accommodation is available, this must be used, and users of the School should avoid undue noise on arrival and departure.

The school accepts no responsibility for any damage to vehicles parked on its premises, however caused.

Right of Access

The school reserves the right of access to the premises during the hiring for emergency, monitoring or work purposes. (The Headteacher, members of the Leadership Team or Site staff may monitor activities from time to time either in person or remotely).

The school may use remote access to CCTV to monitor activities.

CHARGES SHEET – January 2026

Hire of Facilities for Warfield CofE Primary School

For Bookings the following charges will be made in accordance with the regulations stated in the LETTINGS POLICY.

School Hall

• Evenings – after 6pm	£35 per hour
• After School – up to 4.30-6pm	£25 per hour
• Educational Lettings Hall/Field Where a charge is made for the activity	£18 per hour

School Field	£18.50 per hour
Church Lettings	£20 per hour (currently under review)
DEPOSIT ON ALL SINGLE BOOOKINGS	£50 Returnable

The Governors reserve the right to refuse bookings and to give priority to School functions outside of school hours.

The above charges cover the insurance and energy, cleaning and caretaking costs (where applicable).

Users under Categories 3 and 5 should contact the school for current charges.

Charges may be reduced or waived for special lettings, arranged at the discretion of the Governors.

Appendix A

Contract for the hire of Warfield CofE Primary School accommodation and equipment by individuals, firms & companies

Contracts are not entered into with a club. If 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 the WARFIELD COFE PRIMARY SCHOOL agreeing to let me:

Name: _____

Address: _____

_____

Telephone Number: _____**Occupation:** _____

Following accommodation (state your requirements – rooms / hall / field / playground / etc)

_____

Plus, where applicable any additional equipment (e.g., kitchen / sound equipment etc)

_____

For the purpose of (please state the purpose of the letting): _____

_____

On (date): _____

From (time(s)): _____**to** _____**in accordance with the schools letting policy, conditions of hire and scale of charges.**

I hereby agree:

Sign in and out using the electronic signing in system in the Foyer for every visit

1. **To hire and use the said accommodation / equipment in accordance with the school's letting policy and conditions and charges which I confirm 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 schools charges on demand.**
3. **That I have read, understood and shall observe and fulfil the following conditions:**

- **I agree that all requirements relevant to the letting will be complied with including obtaining all necessary licenses (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 the conditions.**
- **For Single one-off bookings three clear days' notice is required in the event of the need to cancel a booking. For regular bookings one months' notice is required. If due notice is given, I will not be required to pay the full hire charge.**
- **VAT be applicable in certain circumstances and for certain lettings. I have enquired at the time of the booking whether VAT is payable.**
- **I will ensure that a responsible person will be present on the premises at all times during the period of the letting.**
- **I accept full responsibility for the damages to or theft of the school's or Borough Council's property occurring during the period for which the premises are hired.**
- **Any cleaning undertaken which, in the opinion 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.**
- **The school and Bracknell Forest Borough Council accept no responsibility whatsoever and howsoever caused, for the loss of personal property bought into or left in the premises during the letting.**

- **If I discover a hazard in regard to access the school premises or the equipment to be used, I will ensure that the school representative is aware of the hazard.**
- **I agree that no equipment will be used without the prior approval of the Headteacher at 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.**
- **I accept that it is my responsibility to bring a mobile phone to site for use in emergencies and that I should familiarize myself with the positions of 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.**
- **I shall indemnify the school and Bracknell Forest Council against all claims, costs, demands, expenses, actions or liabilities howsoever caused arising from the use of the premises by myself apart from claims and actions arising through the negligence of Bracknell Forest Borough Council, its servants or agents, the school or its governing body.**
- **I further agree to effect Third Party insurance against any legal ability for loss, damage, demand or proceedings whatsoever arising under the statute of at common law, for damage of property, which shall include the hired premises, or personal injury or death of any person whosoever caused during or by circumstances arising from related to or connected with the hire of the premises on the following basis:**
    - **Accidental bodily injury including death to third parties and further respect of damage to their property – not less than £5 million.**
    - **Accidental damage caused by fire to the premises on hire - £5 million.**
    - **Accidental damage caused to the premises on hire other than fire - £5 million.**
- **In accordance with paragraph above, I agree to pay additional insurance premium of 10.4% for regular Hirers based upon on the hire charge in respect of the above insurance conditions, unless I 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 monthly basis then a minimum charge of £2.60 will apply or 10.4% based upon the hire charge whichever is the greater. Where this charge is levied the hire should note that there is a £50 excess in respect of the above paragraph.**

- **I confirm that I have provided the school with a copy of my insurance, DBS information and Safeguarding training (for all lettings involving children and young people) and first aid training for all lettings. I confirm that I will inform the Headteacher and the relevant authorities of any safeguarding incident that occurs on school property**

Signature of Hirer: _____(where Hirer is as individual) OR

Authorised Signatory: _____(where Hirer is a firm)

Position: _____ date: _____

Witnessed by: _____ Name of Witness: _____

Address of Witness: _____

Postcode: _____ Occupation: _____

The account in respect of payment for the hire of the said accommodation/ equipment should be forwarded to WARFIELD COFE PRIMARY SCHOOL

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 is to be returned to the school at least 7 days before the proposed date of letting.

Warfield C of E Primary School

INSTRUCTIONS FOR USES OF THE HALL IN THE EVENT OF A FIRE

1. In the event of a fire, break glass immediately and call the Fire Brigade by dialling 999. Keep the line open until the exact location has been given and acknowledged.

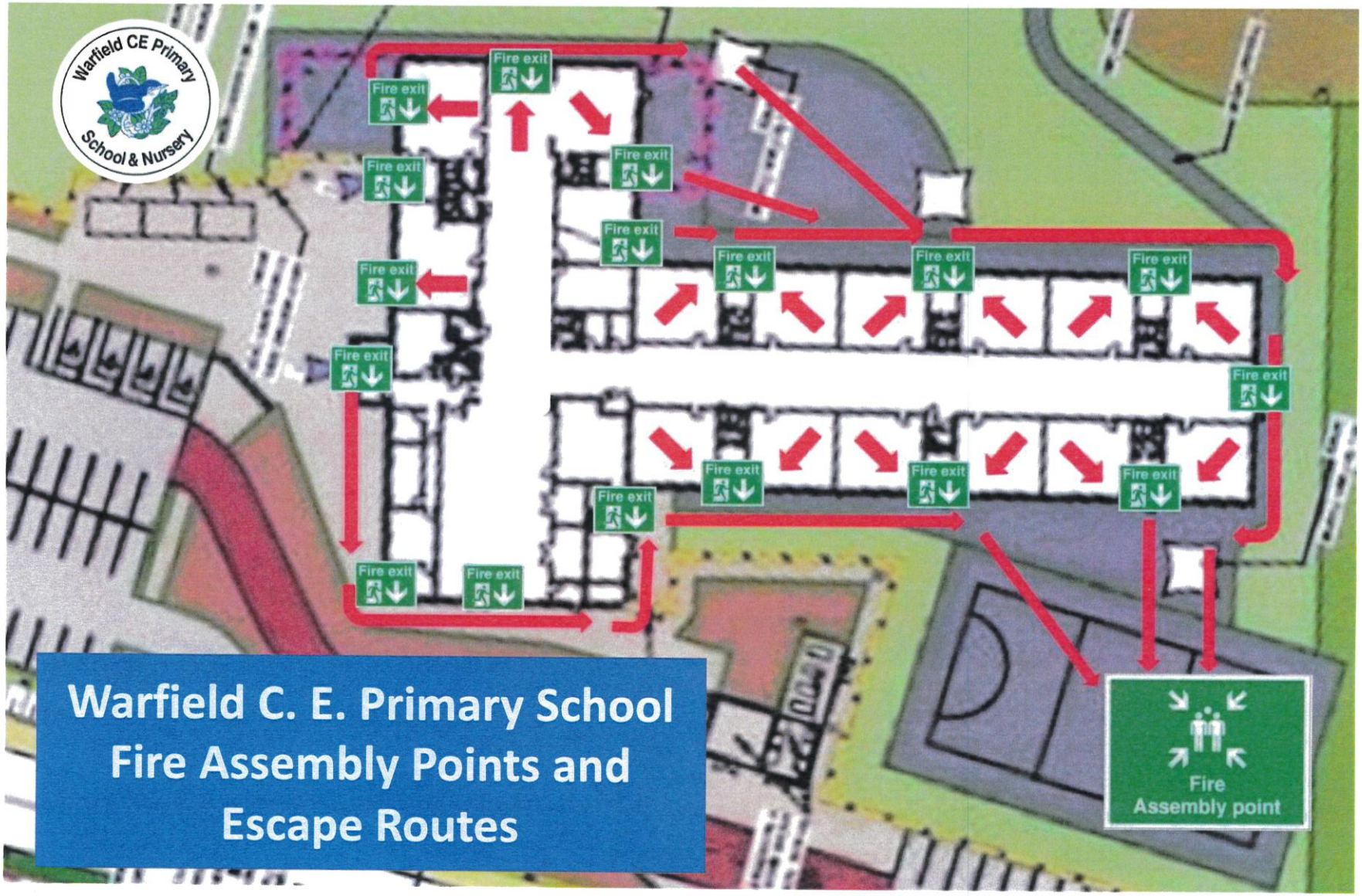
2. Please make sure that you vacate the premises immediately using the fire doors in the hall or via the front entrance.

3. Assembly points for the school are in the main playground if exiting via the hall or in the car park if exiting via the front doors.

4. Users must make themselves conversant with the fire extinguisher appliances instructions displayed above each appliance.

5. Once outside the building please contact the School Caretaker Mick 0770 2873360 or School Business Manager (Karen Callard) on 07778052225.

ALL USERS MUST ENSURE THAT THEY HAVE ACCESS TO A FULLY CHARGED MOBILE PHONE THAT IS AVAILABLE AT ALL TIMES.


Warfield CE Primary School & Nursery
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire exit
Fire
Assembly point
Warfield C. E. Primary School
Fire Assembly Points and
Escape Routes