



Love, Learn, Aspire

'Let all that you do be done in love.' 1 Corinthians 16:14

Preston Primary (VC) School

Lettings Policy

Approved by: Full Governing Board
Last reviewed on: September 2025
Next review due by: September 2026

Date: September 2025

Approval

Approved by: Full Governing Body	
Chair of Governors Name	Gillan Ide Oliver Clarke
Signature	<i>Gillan Ide</i> <i>Oliver Clarke</i>
Headteacher's Name	Inneke Luitingh
Signature	<i>Inneke Luitingh</i>

Version

Version	Author	Notes
V1.0	I Luitingh	Changes to Formatting
V1.1	I Luitingh	Updates to charges
V1.2	M Taylor	Removal of Jo Wilde and added Oliver Clarke as Co-Chair of Governors



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1. Introduction and Scope

- 1.1 The Governors view the school premises as a facility for the benefit of the whole community of Preston Primary School. They will seek to give the community access, where possible, to it for reasonable purposes at a reasonable cost.

2. Governors Responsibilities

- 2.1 The Finance Committee will:
- Delegate to the Headteacher the power to authorise lettings and the Headteacher will report on lettings termly to the Finance Committee.
 - Delegate to the Finance Manager the responsibility to ensure lettings forms are issued on a regular basis to the hirers and that all monies are collected and retained for the school.
 - Ensure the school provides contact numbers of a responsible person to the hirers who will be available throughout the period of the letting.

3. Charges

- 3.1 The Finance Committee will set the charges for lettings guided by the following principles and review prices on an annual basis:
- Use by the Preston School Association will be free of charge.
 - Lettings to non-profit making community groups as per Schedule 1.
 - Lettings to all other hirers e.g. commercial organisations will be charged as per Schedule 2 or Schedule 3 (Monday to Friday) or at the weekend rate.
 - Booking of the school grounds or non-listed areas, are on a negotiated basis and not subject to either Schedule terms.

4. Conditions

- 4.1 All persons wishing to hire the premises must apply in writing and demonstrate that they have Public Liability Insurance cover of at least £5 million, otherwise a 10% surcharge will be added to the hire cost to obtain cover on behalf of the hirer.
- 4.2 All persons hiring the school premises must undertake to leave the buildings/grounds in a clean, tidy and presentable condition.
- 4.3 All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
- 4.4 The school premises will be let for functions where a Public Entertainment Licence or Licensed Premises Licence is required, provided this is agreed in advance and the organisation concerned obtain the necessary licence.

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- 4.5 The use of specialist facilities shall only take place in the presence of a person who is qualified to use the facilities and is authorised by the Governors.
- 4.6 Any organisation who hires our premises for purposes of working with children will need to provide a copy of their safeguarding policy at the time of booking.
- 4.7 The school will never be let to any form of extremist organisation.
- 4.8 Permission should be sought from all attendees before sharing images and any images should not bring the school into disrepute

5. Key restrictions

- No animals
- alcohol or smoking/vaping on site
- Lettings between 9.00 am and 6.00 pm unless for weekend campover
- Booking for events for children up to age 12 only with responsible adults in attendance throughout the letting period
- Full disclosure by the hirer and agreement of the school on any equipment brought onto site at time of booking
- Full disclosure of any food and drink to be consumed on site by the hirer at time of booking.

Appendix 1 - Rates Monday-Friday Schedule 1 – Voluntary non-profit making organisations

Hall/Classroom @ £14.00 per hour

School playing field @ £15.00 per hour

Appendix 2 - Schedule 2 – Commercial organisations that benefit local community

Hall/Classroom @ £17.00 per hour or £9 per ½ hour.

Appendix 3 - Schedule 3 – Commercial organisations

Hall/Classroom @ £20.00 per hour.

Appendix 4 - Bespoke Hiring

For those wishing to book multiple rooms and/or outside spaces, prices will be set on a case by case basis with a tailored schedule. A reduction may be negotiated for block bookings of 5 or more consecutive days or weekly bookings of 10 or more weeks.

Appendix 5 - Weekend bookings

Hall with access to back playground outside area @£30 per hour with a minimum rental period of 3 hours. A deposit of £60 to be paid at time of booking and refunded within 7 days of the hiring if the hirer adheres to all conditions of booking as noted in the hire agreement.

Weekend Camp Over @ £10 per tent per night with access to toilets. A deposit of half the total amount to be paid at the time of booking and refunded within 7 days of the hiring if the hirer adheres to all conditions of the booking as noted in the hire agreement.