



Lettings Policy

Policy date: Feb 25

Ingol Community Primary School

Lettings Policy 2025

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose, including where suitable caretaking cannot be arranged. These arrangements will occasionally be subject to alteration due to the school's needs.

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. The current charge is £36 per hour, payable at the time of booking or as otherwise arranged. However, the Governors reserve the right to charge a reduced rate for any events that benefit Ingol Community Primary School and the community of Ingol.

4. Each hirer using the school must nominate a contact person. Such a person is deemed to be in charge and able to investigate any possible difficulties. There must be a mobile phone available with the hirer in case of emergencies.

5. The Governing Body will determine if a nominated person from the school is required on-site when the premises are being used. If not, in case of an emergency.

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. Any hirer that uses the school must be properly insured (with a minimum of £5m public liability Insurance) and insurance documents must be attached to the application. Hirers will be responsible for leaving the hall in a suitable condition. They will also be responsible for those people who have been let into the building. The hirer will be required to make good any damage done, replace broken

equipment and recompense the school for any hire charges that may be incurred. If the hirer requires the use of school tables, these must be completely covered during usage.

8. Whilst the Governing Body will take all reasonable precautions to ensure that the school is properly maintained, it will be the responsibility of the Hirer to ensure that all relevant health and safety arrangements are put into place, including appropriate risk assessments for the activities to be undertaken and that the relevant Disclosure and Barring Service clearance is obtained for any activities involving children.

9. The play equipment at Ingol Community Primary School is only for the use of pupils and others authorised by the Primary School. It may only be used under the supervision of staff employed at the School.

10. Neither the school nor Lancashire County Council accepts any responsibility for any injury, loss or damage which arises from any accident involving unauthorised persons using this equipment.

11. Smoking is not allowed on the premises in line with school policy.

12. Hirer will be permitted to use or store inflammable, noxious or explosive materials or fluids on the premises.

13. The hire of the school premises does not entitle the hirer to use or enter the school at any time other than between the specific hours for which it is hired, unless prior arrangements have been made with the school office.

14. No nails or other fastenings are to be used on the fabric of the hall.

15. No advertising bills, placards, flags, emblems or other decorations are to be put up or displayed in or on any part of the school buildings without the prior approval of the head teacher.

Policy Review date September 2026