



Farnborough Road Infant School Lettings Policy

'Learning, Caring and Achieving Together'

The Governors recognise that the various facilities of the school could be used by groups from the local community. They are keen to allow the use of the facilities to the benefit of the local community, provided this usage does not conflict with the interests of the school or Family Wellbeing centre. The principles upon which lettings will be conducted are:-

1. The group using the facility meets the conditions laid down by Sefton LA for Lettings.
2. Full responsibility for insurance is with the hirer who must evidence adequate insurance cover.
3. The activity of the group using the facility does not conflict with the aims and ethos of the school.
4. The school will through careful due diligence complete a comprehensive appraisal of a business undertaken by a prospective letting, with particular regard for the Prevent agenda.
5. The income from the lettings must cover all costs of making the facility available and may include an element of profit for the use of the school.
6. The lettings may be withdrawn immediately at the discretion of the Headteacher.
7. The use of facilities does not affect the normal operation of the school or the Family Wellbeing Centre.
8. The decision of the Governors on whether or not to hire a facility is final.

Procedures for Hire of Facilities

1. Initial enquiry is by letter and addressed to the Headteacher.
2. Application made by an organisation.
This should be completed on the Sefton Letting Form (Appendix1) and be accompanied by details of:
 - the name and nature of the organisation;
 - the officers of the organisation;
 - a risk assessment of how the organisation intends to raise money to pay for the lettings.
3. Applications considered by Headteacher in consultation with Governors to ascertain:
 - suitability of application;
 - availability of dates/time required;
 - impact on normal operation of the school or Family Wellbeing Centre.
4. Applications approved or rejected:
 - If approved – letter to group concerned giving conditions.
 - If rejected – letter to group concerned giving reasons. Group may appeal to Governors Buildings, Premises and Maintenance Committee.

In the case of an acceptance the school must make sure that you state the charge for the letting and that you inform the client of the billing frequency, i.e. monthly/termly in advance for continuous lettings, due course for occasional lettings. This charge must not be less than the level approved by the council. **(See Appendix 2)**. A 3% increase will be added annually.

If the letting is rejected a letter will be sent to the group/organisation giving the reasons why. The group may appeal to the appropriate Governors' Committee.

It must be remembered that the minimum payment to a caretaker for an evening or weekend letting is 2 hours and that for lettings in excess of 2 hours, the caretaker is also allowed 15 minutes before and after the letting.

A copy of the Guidelines & Conditions will be sent to the client with the acceptance letter.
It is essential that the caretaker is informed of the time and date of the letting so they can make the necessary arrangements for opening up etc.

5. Other requirements.

- Premises are left in the condition they were found in, with any damage caused to be repaired as soon as practicably possible.
- Activities are restricted to specified area;
- No smoking or dangerous substances to be used on premises.
- Payment will be taken one month in advance of the letting to ensure full cost recovery e.g. Caretaker, heating and lighting.

Please note:-

- **Hirers of rooms in the Authority's establishments must be covered by Public Liability Insurance**
- **Hire of rooms is usually for a minimum of 2 hours to allow for locking/unlocking. This may be negotiable if the hire is linked to the start/end of a school day.**

Updated March 2026

Signed _____ Date _____ Headteacher.

Signed _____ Date _____ Chair of Governors.

APPENDIX 1

Farnborough Road Infant School -Application to use School Premises/Recreational Facilities

Organisation.....			
Nature of Event or Activity.....			
Name & Address of Applicant.....			
Telephone Number Home.....		Telephone Number Business.....	
Applicants for the use of school premises should answer questions A only		Applicants for the use of recreational facilities should answer questions B only	
A Name of School/College		B Name of School/Youth Centre/Sports Hall/Playing Fields	
Accommodation Required:		Accommodation Required:	
1. Main Hall	Yes/No	1. Type of pitch or course	
2. Classroom	No One/Two	2. Are changing facilities required	Yes/No
3. Canteen	Yes/No	3. Any other requirements:	
5. Family Wellbeing Centre Rooms	Yes/No		
6. Equipment Required	Yes/No		
If YES, please give details:		4. Equipment Required	Yes/No
		If YES, please give details:	

CHARGES

Charges are based on the current tariff, the LA reserves the right to increase or reduce the charge at its discretion, together with the appropriate rate of VAT, and will endeavour to give as much notice as possible. Charges for the use of equipment will be levied at the discretion of the Chief Education Officer.

ACCEPTANCE

I certify that the applicant understands that, if the use of this accommodation is granted, the letting is subject to the Guidelines and Conditions relating to the use of School Premises/Recreational Facilities, which are annexed to this form. I undertake to be responsible for all payments due in connection with the letting and to ensure the observance of the Guidelines and Conditions referred to.

Signature of Applicant.....

Date.....

GUIDELINES & CONDITIONS OF USE OF PREMISES AND FACILITIES

School and college premises and all playing fields, where suitable, are available to approved organisations at the discretion of the school. Premises and fields can usually be made available when not being used by the school or college. School premises are normally under the control of the School Governors, to whom application of use should be addressed.

a. APPLICATIONS

Applications, on the form supplied, should be sent to the Headteacher as far in advance of the proposed date of use as is possible so that consultations can take place with the Headteacher, Caretaker Governors. The minimum notice necessary is 2 weeks, but longer notice affords a better chance that your application will be successful. Please answer all questions on the form, to avoid unnecessary further correspondence. Any additional information in support of your application should be attached to the form.

The school will accord priority to school/college approved youth organisations, and approved further education organisations, as far as is administratively possible.

b. CARE OF PROPERTY

Users are asked to take a genuine interest in the proper care of the facilities they use: groups catering for children and young people must ensure that adequate responsible leadership is provided.

The school appreciate that even under good leadership, occasional accidents may occur but it is essential that any damage should be reported immediately to the caretaker on duty. A note to the Headteacher would be an appreciated courtesy. In their own interest, users should draw the attention of the caretaker to any damage they may find before their own meeting starts.

The following specific conditions should also be observed:

- (i) any footwear which might cause damage to flooring shall not be worn within the school buildings;
- (ii) rooms or other premises shall be left clean and free from litter;
- (iii) smoking is not allowed;
- (iv) no room, premises or facilities other than those specified in the official approval of letting shall be entered or used;
- (v) the premises shall be completely vacated by the time stated in the official approval of letting. (Failure to do so will result in additional charges being levied).

c. EQUIPMENT

School/college equipment, particularly gymnastic and projectors, is not available to hirers of the premises unless requested in the application and specified in the confirmation of letting. A small charge will be made for use of equipment and this will be included in the confirmation of letting.

d. CANCELLATIONS

- (i) Applicants cancelling their booking with less than 3 days notice may be required to pay all costs/expenses incurred in granting the letting.
- (ii) The Headteacher, Principal, Caretaker and/or Groundsman will have the authority to cancel any letting at short notice if circumstances make the use undesirable.

e. LIABILITY (PLEASE READ CAREFULLY)

Lettings (whether involving the use of a building or playing fields) are approved upon conditions that the organisation making the application accept full responsibility for accidents arising from this use and that the organisation shall indemnify the Local Authority against all claims in respect of injury to persons or

damage to property arising from the letting, except in so far as they shall be attributable to the act, default or negligence of the Local Authority or its employees, servants or agents.

f. When official confirmation of this application for letting is received the applicant is asked to contact the Headteacher at the school and make detailed arrangements.

APPENDIX 2

REVIEW OF CHARGES

Charges will be reviewed annually by the school's Governing Body.

CHILDREN, SCHOOLS AND FAMILIES

DETAILS	DATE OF LAST INCREASE	2022/23	2023/24	2024/25	PERCENTAGE INCREASE ON CHARGE
Lettings – School premises*					
Monday to Friday					
Small Room	1/4/23	22.50			3%
Family Centre Main Room	1/4/23	30.00			3%
School Hall	1/4/23	34.00			3%
Saturday/Sunday					
Small room	1/4/23	27.50			3%
Family Centre Main Room	1/4/23	36.50			3%
School Hall	1/4/11	41.00			3%

Please note:-

- **Hirers of rooms in the Authority's establishments must be covered by Public Liability Insurance**
- **Hire of rooms is usually for a minimum of 2 hours to allow for locking/unlocking. This may be negotiable if the hire is linked to the start/end of a school day.**

Appendix 3

The Hire agreement

Once a hiring has been approved, confirmation will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions and the hire agreement.

The hire agreement must be signed and returned to the school before the hiring can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address or in the case of a company that company's registered address.

The named individual applying to hire the premises will be invoiced in advance for the cost of the letting. All hiring fees will be paid into the school's bank account to offset the costs of services, staffing etc.

Termination of Hire Agreement

The Head, or the Chair of the governing body, has the immediate power to terminate any hire agreement relating to the hire of the school premises, in accordance with the terms and conditions of the agreement attached.

Complaints

Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available on the school website.

Terms and Conditions of the Hire of the School Premises

These terms and conditions must be complied with.

The "hirer" shall be the named individual on the hire agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 21, or to any organisation or group with an unlawful or extremist background.

The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

Disclosure and Barring Service (DBS) Checks

It may be necessary for the hirer to undergo a criminal record check via the DBS service. If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the school, to demonstrate that they have complied with relevant Safeguarding requirements. A copy of the DBS for the event organiser may be requested for lettings involving children under the age of 18.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records for all adults and report to the school any safeguarding concerns which may arise. The Hirer may be required to provide evidence that DBS checks have been carried out for all relevant adults on request.

Indemnity and Insurance

Lettings are made on the agreement that the Governing Body is indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the the governing body.

The hirer shall insure with a reputable insurance office approved by the governing body, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents or any person resorting to the premises by reason of the use of the premises by the hirer.

Public Liability Insurance

Unless specifically agreed by the governing body, the insurance cover shall provide a limit of indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the hire of the premises

The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the school within seven days of a request. No booking will be confirmed until proof of insurance cover has been provided.

The school shall not be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Employers Liability Insurance

Unless specifically agreed by the governing body, and where the letting involves employees of the hirer being present on school premises, the hirer must provide employers liability insurance of not less than £10,000,000 (ten million pounds) in respect of any one incident.

The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the school within seven days of a request.

The school shall not be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Statutory Requirements

The hirer must not do anything or permit any action which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

Licenses and Permissions

The hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the school the licences they hold.

Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premises Licence authorising entertainment, or by applying for a Temporary Event Notice

The Governing Body must be given at least four weeks' notice of a stage play production. The Hirer must obtain a Temporary Event Notice from the local Licensing Authority. The requirement is for the notice to be received by the Licensing Authority and the Police a minimum of 10 working days before the planned event but not including the day of the delivery of the notice or the day of the event.

It is the responsibility of any hirer to ensure that all copyright licences have been obtained to cover planned activities.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the governing body against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Public Safety

All conditions attached to the granting of the licence, stage play or other licences and the school's health and safety policy shall be strictly observed. A copy of the policy is available from the school website. 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:

- a) 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;
- b) the emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
- c) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- d) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the school;
- e) the hirer is responsible for familiarising themselves with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available.
- f) the hirer is responsible for communicating the information in 2.6.e. above to anyone attending the event or activity;
- g) performances involving danger to the public shall not be permitted;
- h) 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;
- i) no unauthorised heating appliances shall be used on the premises;
- j) all electrical equipment brought onto the premises shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the

hire application form. The governing body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.

k) 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.

Emergency Evacuation

The hirer agrees to familiarise themselves with the school emergency evacuation procedure, and to follow its provision in the event of an emergency.

In the event of the fire alarm sounding, all doors on the electronic door entry system will default to unlocked.

The hirer is able to call the emergency services on 999 from the school office.

Risk Assessment

The hirer agrees to provide, upon request and for review by the school, a Risk Assessment covering the risks

identified by the hirer in relation to the letting. The school reserves the right to enforce alterations or cancel the letting where:

- a) the Risk Assessment is not provided;
- b) the Risk Assessment is, in the opinion of the school, insufficient or unrealistic
- c) where the level of risk identified is in the opinion of the school unacceptable

The Hirer's Responsibilities

The hirer must inform the school in writing of any fault, damage or other problems with the premises or equipment encountered during the hiring.

No parts of the premises are to be used other than for the purpose requested.

No parts of the premises requested are to be used for any unlawful purpose, or in any unlawful way.

Own Risk

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

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, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not permitted.

Furniture and Fittings

Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required. The school reserves the right to pass on to the hirer any costs incurred in making good damage caused during a letting.

Hall floors are used by children for physical education and no substance is to be applied to 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.

Food and Drink

Where food is served the hirer may be asked to provide food preparation certificates for the relevant personnel. No nuts or food containing nut products should be brought onto the school premises

Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the school, whose written consent must also be obtained prior to seeking any Temporary Event Notice from the Local Authority for the sale of alcoholic liquor. All evidence of intoxicating liquor including, inter alia, crates and bottles, must be removed from the premises at the end of the hiring.

Smoking

Smoking is not permitted on any of the school premises. This includes all of the school grounds.

Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

Nuisance/Disturbance

Hirers and organisers of events in or at the school premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials. Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted anywhere on the school premises including the school playing fields.

Rules

The hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

Charges and Cancellations

The hirer acknowledges that the charges are as set out in the annexe to the hiring agreement including any review arrangements specified.

The governing body may cancel without notice any letting for which payment has not been received. This may be a single event or, for multiple lettings, the first in the series for which payment has not been received.

The letting may be cancelled by the hirer, provided that in each circumstance at least 28 days notice is given.

Cancellations made less than 28 days before the event date will be charged in full.

The governing body may cancel a letting giving 28 days notice. In such circumstances any deposit or other payment received for the cancelled event will be refunded. In exceptional circumstances where the requirements of a school activity necessitates the cancellation of an event with less than 28 days notice the governing body may offer alternative accommodation and a full refund.

The governing body will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the governing body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others inclement weather, failure of electricity/gas supply, health and safety issues relating to factors beyond the control of the governing body). The decision of the governing body as to whether a letting should be cancelled shall be binding on the hirer.

Notification of any cancellation shall be in writing and may be by email or recorded delivery letter.

Where the premises are not left in their original condition the hirer will be responsible for paying any costs associated with full re-instatement.

Failure by the hirer to comply with any of the conditions in this policy, whether intentionally or not may be deemed by the school to be just cause for the immediate cancellation of any letting or series of lettings.

Sub-Letting

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

Storage Ancillary to the Hiring

The written permission of the school must be obtained before goods or equipment are left or stored on the premises. The school accepts no responsibility for items left on the premises.

Loss of Property

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

Car Parking

The Hirer is responsible for providing sufficient adults to supervise the parking and traffic movement of vehicles around the school site. 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. Users of the school should avoid undue noise on arrival and departure.

Toilet Facilities

Access to the school's designated toilet facilities is included as part of the hire arrangements.

Right of Access

The governing body reserves the right of access to the premises during the hiring for emergency or monitoring purposes.

Vacation of Premises

The hirer shall ensure that the premises are vacated promptly at the end of the hiring session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

Complaints

Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available from the school website.

Cleaning

The hirer will be expected to put all rubbish generated in a black sack which will be provided. Brushes are located in the chair storage area in the Junior Hall and a vacuum cleaner is available. The hirer should ensure that the premises are left clean and tidy and that toilets have been flushed after use - please mop the toilet floor if necessary. The school reserves the right to make an additional cleaning charge if the premises are not left as it was found.

Signature of Applicant.....

Date.....