

# Hallcroft Infant & Nursery School



## Lettings Policy

## October 2025

## **PRINCIPLES**

The Governing Body regards the School buildings and grounds (which belong to Nottinghamshire County Council) as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the School in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

The School's delegated budget (which is provided for the education of its pupils) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the School of any use of the premises by an outside organisation must be re-imbursed to the School's budget.

## **PURPOSES**

- To provide clear guidance on lettings and the hire of School premises and equipment
- To enable community and lifelong learning access to the School site and premises
- To promote the use of School facilities by the wider community
- To safeguard the interests of Nottinghamshire County Council & Hallcroft Infant & Nursery School
- To ensure that the out of hours use of the School site is not subsidised by the School budget

## **GUIDELINES**

### **Definition of a Letting**

A letting may be defined as *“any use of the school premises (buildings and grounds) by either a community group (such as a local music group), an individual or group of individuals, or a commercial organisation”*. A letting must not interfere with the primary activity of the School, which is to provide a high standard of education for all its students.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of students supervised by School staff, fall within the corporate life of the School. Costs arising from these uses are therefore a legitimate charge against the School's delegated budget.

### **Charges for a Letting**

The Governing Body is responsible for setting charges for the letting of the School premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

The specific charge levied will be reviewed annually, during the Spring Term, by the Governing Body, for implementation from the beginning of the next financial year, with effect from 1<sup>st</sup> April of that year. Charges will be provided in advance of any letting being agreed.

### **Management and Administration of Lettings**

The Headteacher is responsible overall for the management of lettings, in accordance with the Governing Body's policy. The Headteacher may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

Community Lettings will take place at the discretion of the Headteacher. If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Finance Committee who will make a decision on behalf of the Finance Committee.

### **The Administrative Process**

Organisations seeking to hire the School premises should approach the School Office, who will identify their requirements. A booking form for ***Use of Premises*** (a copy of which is attached to this policy) should be obtained and completed at this stage. Hirers will also be issued with a copy of the terms and conditions. The Governing Body has the right to refuse an application, and **no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.**

Once the completed forms have been received by the School and signed by the Headteacher, a copy of the ***Hiring Booking Form*** will be returned to the hirer as confirmation, setting out full details of the letting. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges.

All lettings fees which are received by the School will be paid into the School's individual bank account. Income and expenditure associated with lettings will be regularly monitored.

### ***Public Liability and Accidental Damage Insurance***

The hirer confirms that adequate and appropriate public liability insurance cover is in place for the activity to be carried out. The hirer must produce the appropriate certificate of insurance before the letting can be confirmed.

Neither the school, nor the Local Education Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Any hirer not using the premises in a suitable manner will be asked verbally to adhere to school policy and practice. If the problem continues they will be warned in writing (or this will take place in the first instance if appropriate). If the problem still continues then they will be asked to find alternative accommodation and recompense the school for any damage caused. This will happen as any activity taking place in school must not be to the detriment of the children, staff or governors.