



**Crawford Village**  
Primary School & Nursery

*Small enough to care...big enough to inspire*

# *Lettings Policy*

## **Crawford Village Primary School**

### **LETTINGS POLICY**

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with the head teacher 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 any reasonable costs determined by the head teacher are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
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. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting)
8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
11. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
12. Smoking is not allowed on the premises or in the grounds in line with school policy.
13. Alcoholic Drinks –
  - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
  - b. No alcohol is to be stored or retained on the premises when pupils are in school unless this is alcohol that has donated for causes such as the tombola stall at PTA events; this must be kept securely in the staff room.

***Policy written: November 2015***

***Policy reviewed: November 2017, 2019, 2021, 2023***

***Next review: September 2025***

**USE OF SCHOOL PREMISES  
APPLICATION FORM NO:**

**1 Name of Organisation:** \_\_\_\_\_  
**Name of Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Email address:** \_\_\_\_\_

**2 Name and address of person to be billed if not same as 1:** \_\_\_\_\_  
 \_\_\_\_\_

**3 Details of premises required:**  
**(a) Name of School:** \_\_\_\_\_  
**(b) Date(s) required:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(c) Accommodation Required.**

| TYPE OF ACCOMMODATION                 | TICK IF REQUIRED         | FROM |  |
|---------------------------------------|--------------------------|------|--|
|                                       |                          |      |  |
| Classroom      Number Required: _____ | <input type="checkbox"/> |      |  |
| Assembly Hall (Large classroom)       | <input type="checkbox"/> |      |  |
| Changing room only                    | <input type="checkbox"/> |      |  |
|                                       | <input type="checkbox"/> |      |  |

**4 Purpose for which accommodation/premises are required:** \_\_\_\_\_  
 \_\_\_\_\_

**(a) If the letting is of a commercial nature, please supply details:** \_\_\_\_\_

**(b) Will the general public be admitted?**     YES\*     NO    *(delete as appropriate)*

|   |   |                                |
|---|---|--------------------------------|
| Please state here any additional requirements |   |                                |
|   | <input type="checkbox"/> YES* <input type="checkbox"/> NO | <i>(delete as appropriate)</i> |
|   | <input type="checkbox"/> YES* <input type="checkbox"/> NO | <i>(delete as appropriate)</i> |

**PLEASE DELETE AS APPROPRIATE**

(g) Is alcohol to be served

|      |    |
|------|----|
| YES* | NO |
|------|----|

*(delete as appropriate)*

(h) Do you intend to use/bring into the premises any additional electrical equipment:  
(see note 6 below)

|      |    |
|------|----|
| YES* | NO |
|------|----|

*(delete as appropriate)*

\*If you answer yes to any of these, please provide further details on a separate sheet

## 5 VAT Regulations Relating to the use of Sports Facilities

Room hire alone is exempt. For example the local Brownies hiring the school hall for a table top sale would be exempted from VAT.

If the local football club hired the school hall (NOT a sports hall) to play football, the letting would be exempt as the hall is not a sports facility.

Premises are sports facilities if they are designed or adapted for playing any sport or taking part in any physical recreation, such as indoor football pitches. Each court/pitch is a separate sports facility.

I/WE HAVE READ THE CONDITIONS OUTLINED ABOVE AND APPLY TO BE  
EXEMPT FROM PAYING VAT AS WE FULFIL ALL THE ABOVE CRITERIA

SIGNED \_\_\_\_\_

ON BEHALF OF \_\_\_\_\_

DATE \_\_\_\_\_

6 Memorandum of Agreement and Indemnity to be completed for all applications:

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the County Council, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Lancashire County Property Group and the Licensing Section of Lancashire County Council. Further I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the County Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

Under no circumstances does this letting give the user exclusive possession.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

SCHOOL USE ONLY

1 This application for the use of school premises is acceptable to us:

|     |    |
|-----|----|
| YES | NO |
|-----|----|

 (delete as appropriate)

2 The Governors have determined that this will be:-

(a) A free letting 

|     |    |
|-----|----|
| YES | NO |
|-----|----|

 (delete as appropriate)

(b) A chargeable letting at a cost of £..... per hour/session Plus VAT where applicable

3 Lettings income will be collected \* by the school / by the Authority on our behalf. \* (delete as appropriate)

Signed ..... (Headteacher)