



Roman Way Primary School

Lettings Policy

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Reviewed and approved by Governors	
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Signed	
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ROMAN WAY PRIMARY SCHOOL HIRE OF SCHOOL FACILITIES POLICY

The policy for all hiring of school facilities will be based on the ethos of Creating Chances for Success for the school and local community. At no point will any landlord and tenant relationship be created.

1 In these conditions:

'School' means the school identified at the head of this document. 'County Council' means Hampshire County Council.

2 Acceptance of conditions

The hiring of accommodation/facilities/premises is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

3 Compliance with conditions

The Hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

4 Applications

Applications for the hire of premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations. Hirers should be asked to complete a Hire of School Premises Application form and a School Hire Agreement (even when no charge is made) after submitting a request detailing their requirements. The Hire agreement covers:

- Terms and conditions relating to type of and length of use
- Cancellation
- Damage
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances
- Parking

On receipt, the School will confirm that the accommodation and equipment requested is available when required and agree the caretaking times, arrangements and

availability as necessary. Hirer's must be over the age of 18. School and FTA activities have priority.

- 5 The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.
- 6 The use of the premises must not interfere with the proper working of the School or impair its efficiency. In particular the Hirer acknowledges that it will not have exclusive use of the site. The premises shall not be used for any purpose other than that for which agreement has been granted nor shall any areas of, or furniture/equipment in, the school but not included in the letting agreement be used without express permission; in such cases an extra fee may be payable. At no point will any landlord and tenant relationship be created.

7 Gymnasium/sports hall

Only suitable footwear should be worn in the gymnasium or sports hall. No school games equipment may be used without permission and gymnastic equipment can only be used when an adult with recognised qualifications for the proposed activity is personally supervising at all times. For safety reasons, this condition also applies to other activities with young people. For further guidance the Hirer should consult the regulations described in the HCC document 'Safety in Physical Education' available at the school.

8 Swimming pool (if applicable)

Access to the pool must be limited to members of the hiring group. The Hirer will be notified of the maximum number of persons who may at any time be in the water and the number of lifeguards required. The Hirer must adhere strictly to these directions.

The Hirer shall be responsible for providing appropriately qualified lifeguards. Alternatively, the school may agree to provide life guarding cover in return for a fee.

9 Grass sports pitches and hard court multi-use games areas

- (i) These facilities should be used for their intended purposes only i.e. participation in formal and informal play and sport.
- (ii) The grass sports pitches and hard court multi-use games areas shall be hired, with or without access to toilets at the School. The Hirer shall not have any access to any other parts of the School.
- (iii) The grass sports pitch shall be marked out for that sport and the hard court multi-use games area may have indicative markings for sports like netball, basketball, tennis and small-sided football. No additional marks shall be made to the sports pitch or hard court areas by the hirer.
- (iv) The grass sports pitches shall have a limited playing capacity. The School reserves the right to restrict use of the grass sports pitch to protect it during inclement weather; when damaged or under repair; when waterlogged; or to fit in with the School curriculum or School demands.
- (v) Litter must be removed from the facility at the end of the hire session.

10 Catering facilities

If agreement is given for the use of the school meals facilities/kitchen, HCC regulations must be observed. The Hirer must agree to the contractual, hygiene and health and safety obligations set out by the School and to the payment of the deposit 10 days prior to the hire and the payment of the hire charges. This is in addition to any separate charges levied by the school for the use of any school facilities used in conjunction with the hire of the catering premises.

11 School equipment

No use may be made of apparatus such as stage fittings, pianos etc., without specific permission.

12 Fabric and fittings

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. Only authorised persons shall use steps or ladders. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises. The School's furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangements. Official exit ways must be kept clear at all times. Any alteration or addition to the School's lighting or electrical heating systems is strictly forbidden, except with the written consent of the headteacher. Consent may be subject to conditions, which the Hirer will be required to observe. The Hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

13 The hirer is responsible for the safeguarding of all persons under their care. This should comply with the school's safeguarding policy which is available on the school's website. The Hirer is responsible for the safe guarding and safe keeping of all items belonging to the Hirer, its guests/delegates or third parties engaged by it. The School accepts no responsibility for such items.

14 Storage

Storage facilities cannot usually be provided. When Hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

15 Hirer's property

Furniture and apparatus required may be brought on to the premises at the Hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature.

16 The Hirer shall indemnify the establishment and Hampshire County Council against all claims for damages, compensation and/or costs in respect of:

- (i) bodily injury or illness to Third Parties, and/or
- (ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.

Please see Appendix B

- 17 The Hirer shall be responsible for loss or damage to the establishment's premises and contents therein the property of Hampshire County Council.
- 18 The Hirer shall effect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 15 & 16 above. (See Appendix B to this section for explanatory notes on insurance).
- 19 Refusal of hire

All hiring is at the discretion of the Headteacher acting on behalf of the Governors, as Governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Regular lettings will be for a probationary period of six weeks. Letting will be reviewed termly. Governors may refuse an application to hire the premises if:

- a) The premises are required by the School.
- b) There has been any damage to the property or breach of these conditions during previous use of the premises by the hirer.
- c) For any other reason the governors deem it necessary or expedient to refuse the application.

No compensation shall be payable by the governors by reason of such a decision.

- 20 Cancellation by the Governors

The School reserves the right to cancel any hiring without notice if:

- (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period or
- (ii) the Hirer has failed to disclose material information concerning the proposed hiring, or
- (iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i), all hiring fees will be refunded to the Hirer, but the School shall have no further liability to the Hirer. In the event of (ii) and (iii), any refund of hiring fees shall be at the discretion of the School.

Apart from exceptional circumstances, the governors will give at least four weeks notice to the Hirer, should it become necessary to cancel or postpone a letting.

- 21 Cancellation by the Hirer

The Hirer must give at least four weeks notice of cancellation to the headteacher, acting for the governors. If any shorter period of notice is given, the governors reserve the right to pass on to the hirer any costs unavoidably incurred or to impose a cancellation charge.

- 22 Payment of charges

The Hirer shall pay the hiring fees, including any deposit, at the rates and times set out in the attached Schedule. Please note a deposit of £25 may be required prior to the letting start date.

- 23
- (i) The Hirer acknowledges that in the event that the Hirer cancels the hiring with less than 4 weeks notice, there may be a cancellation fee payable (please see Lettings Schedule of Charges – Appendix A) and any refund of monies already paid will be at the discretion of the School.
 - (ii) All hire charges must be paid within one month of the invoice being issued. This invoice will be issued at the end of each term for all the hires that have taken place in that term.
 - (iv) Charges are set by the Headteacher and Governors and reviewed annually.
 - (v) Specific charges are set at the time of the agreement
 - (vi) The VAT liability of the letting is determined at the time of the agreement
 - (vii) Discounts are only agreed by the Headteacher. There will be a parity of treatment for similar users
 - (viii) The minimum hire period will be 1 hour
 - (ix) The School will invoice the individual or group and payment is to be made by BACS or cheque through HCC. The Finance Officer, acting on behalf of the Governing Body will ensure timely receipt of payments. Arrangements may be made to stop the letting if payment has not been received.
 - (x) The School reserves the right, on proper notification, to invoice the Hirer for any charges arising from excessive cleaning time incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the Hirer, or resulting from the Hirer failing to vacate the premises by the time stipulated in the hire form.
 - (xi) The Hirer shall, if so demanded, pay at the time of booking a refundable deposit to be held by the governors against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the Hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the governors and their decision will be final. Use of school meals facilities and equipment is subject to County Council conditions and a deposit of £100 is required.
 - (xii) Payment is in advance for single lettings
 - (xiii) Please see Appendix A for Lettings Schedule of Charges

24 Statutory requirements

- (i) All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, music, dancing, indoor sporting events and stage events may be considered to be regulated entertainment and, as such, are licensable activities which require authorisation from the local licensing authority. For all regulated entertainment, it is the Hirer's responsibility to inform the local Licensing Authority and obtain the appropriate licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.
- (ii) No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the Hirer has obtained the permission

of the society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the Hirer. The Hirer must indemnify the school and the County Council against any action for breach of copyright.

- (iii) Before hire commences, all adults involved in running activities for children are required to comply with Hampshire County Council's (HCC) procedure for Criminal Disclosure Checks.
- (iv) Subject to the purpose of the hire, the School require that the hirer shall have arrangements for appropriate First Aid assistance and equipment to be made available and have the appropriate First Aid training or qualification. The hirer will be given a copy of the School's Health and Safety Policy. Compliance with this policy is mandatory.

25 Attendance and behaviour

- (i) The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.
- (ii) The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The Hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period. The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.
- (iii) It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and Hirer's insurance arrangements.
- (iv) The Hirer will be responsible for ensuring the toilets and kitchen are left in a clean and tidy condition

- 26 The School reserves the right to exclude individuals or companies that it considers undesirable or inappropriate. The headteacher reserves the right to require a representative to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition. If the headteacher's representative considers the behaviour of the Hirer, its guest/delegates or third party contractors to be unreasonable, then the representative may cancel and/or terminate the event with immediate effect and the School shall not be obliged to refund any part of the Hire charge.

27 Alcohol

In no circumstances shall alcoholic drinks be available at any function without prior written consent of the headteacher. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time the Hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the Hirer to ensure that a Temporary Event Licence is obtained from the local Licensing Authority. The Hirer agrees to comply with all conditions and limitations attached to the Temporary Events Notice obtained.

- 28 The School reserves the right to require sight of a Temporary Event Notice prior to the letting.

29 Gambling

The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the headteacher.

30 Emergency evacuation procedures

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of evacuation in the event of a fire, bomb warning or any other threat to safety. The Hirer is responsible for ensuring that persons attending are made aware of the evacuation procedures. Fire and other exits must be kept clear at all times.

31 Smoking

No smoking is allowed on the school premises.

32 Site Manager

The Site Manager is instructed by the governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the Site Manager on duty must therefore be followed.

33 Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas at the premises subject to availability. The use of the school car park for the duration of the activity is permitted but the governing body and school accept no responsibility for loss or damage to any vehicle/property left within the school grounds.

34 Right of access

The governing body and its agents reserve the right of access to the premises during the letting.

35 The headteacher or his/her representative reserves the right to suspend or withdraw use of the school by an individual group with immediate effect on the following grounds:

- causing intentional damage to the school, its equipment or any personal belongings of other users
- violent, threatening or abusive behaviour to a member of staff or other users
- theft of any property belonging to the School or other users
- disruptive behaviour which is interfering with the activities of others
- behaviour which puts at risk the health, safety or well-being of others
- non-compliance with or breach of licensing laws
- behaviour which is deemed to be offensive and/or results in complaints from users
- refusal to follow reasonable directions from the caretaker or other members of the school's staff
- non-payment of school invoices
- any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users.

Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the governing body of the School whose decision will be final.

36 The Hirer may not assign or sub-let the hire of the School.

37 Roles and responsibilities

The office staff are responsible for the construction and regular update of the lettings diary.

- The staff and FTA are responsible for informing the office staff, in advance and within a reasonable timescale, of events outside teaching hours, which will use the school premises
- Opening and closing the school is undertaken by the site manager if within working hours or by the Hirer if there is prior agreement to be a Keyholder Hirer.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the school being used
- When a risk assessment is completed by the user or the school, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the site manager and reported to the school authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues
- All breakages must be reported immediately to the school to ensure safe use for children and staff
- The Headteacher will resolve conflicting requests for use of the Premises with priority being given to School functions

38 All formal hiring of the school premises or equipment, including those for which no charge is made, shall be properly documented. The hire agreement is a contract which the governors may enforce in law.

39 A risk assessment may need to be completed by the user, especially where the activity presents a greater risk than life in general. We will then consider the risks and proposed controls and ensure that we are satisfied that the activity does not present an unacceptable level of risk prior to the letting taking place. The governors will not normally insist upon continuous caretaking presence. However they reserve the right to and delegated power to the Headteacher to insist upon caretaking presence where in their view the nature of the hiring may leave the school vulnerable to theft or damage.

APPENDIX A

Roman Way Primary School

Lettings Schedule of Charges 2025-2027

Accommodation

Accommodation	Hourly rate	Day rate eg. 8.30am- 3.30pm	Day rate eg. 8.30am - 1.30pm
Main hall (including toilets)	£25.00	£55.00	£45.00
Kitchen cooking facilities	£10.00		
Sports Field (excluding toilets)	£10.00		
Sports field (including toilets)	£15.00		
Sports field and hall (including toilets)	£30.00	£58.00	£47.00
Outdoor Netball/Tennis court	£10.00		
Classroom	£15.00		

Minimum Hire period is 1 hour.

If cancellations are made with less than 4 weeks notice, there may be a cancellation fee of the equivalent of one weeks hire costs.

All hire charges must be paid within one month of the invoice being issued.

Please note, a deposit of £25 may be payable prior to the letting start date.

APPENDIX B

Details of insurance cover

Hirer's insurance – indemnity clause

In accordance with the terms of hiring it is customary to require persons / organisations to accept responsibility for damage to the premises and its equipment and for the Third Party claims involving injury to persons and / or damage to property.

A Injury to person or property

- 1 The Hirer shall indemnify the school and Hampshire County Council against all claims for damages, compensation and / or costs in respect of :
 - (i) bodily injury or illness to Third Parties, including the County Council's servants and agents and / or
 - (ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the Hirer's use of the premises.
- 2 The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of
 - £10 million for commercial hirings except where otherwise agreed
 - £5 million for non-commercial hirings

B Damage to premises and equipment

- 1 The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of the School and /or Hampshire County Council, except when loss or damage to the premises or contents are as a result of the negligence of the School or Hampshire County Council.
- 2 The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of
 - £10 million for commercial hirings except where otherwise agreed
 - £5 million for non-commercial hirings

Hirers must produce evidence that the required insurance cover is in place at least seven days before the event.

Non commercial hirers

Due to difficulties experienced by non commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of at least £5 million (the lowest limit acceptable for use of Hampshire County Council premises) the County Council has arranged for their Public Liability policy to be extended, and non commercial hirers who cannot produce evidence of Public Liability insurance, must as a condition of the proposed hiring, take out the Hirer's Insurance organised by Hampshire County Council, (provided they do not fall within the definition of the exclusions listed below).

Hampshire County Council – on behalf of non commercial individuals and organisations hiring County Council schools, community colleges, education centres and other Hampshire County Council properties.

Policy of insurance with travellers insurance company under policy no uc pop 3838475

Operative clause

The indemnity will cover individual hirers and organisations in connection with their hire of and activities carried on at the hired premises for their legal liability for bodily injury or illness to third parties and damage or loss to third party property, and loss or damage to the premises and contents hired, including such liability that may be imposed on the Hirer under the terms of the hiring agreement.

Limitations

Aggregate liability indemnified limited to £5 million

Exclusions

Political Meetings and Professional Entertainment Promotions

Commercial, business or trade hiring

Note

This is a public liability insurance policy. It does not provide cover for:

Employers Liability – If the hirer has employees the hirer must provide this cover.

Professional negligence of the hirer – if the hirer is providing a professional service they must take out this cover for themselves.

Personal Accident – cover for participants in the hirers activity where they have been injured as a result of a pure accident and there is no negligence on the part of the hirer.