



Derwent and Southill Federation

*We are a Values-led Federation
We respect ourselves; We respect others; We respect the environment.*



Lettings Policy

The Governing Board of the Derwent and Southill Federation recognises that the premises represent a significant capital investment which should be fully utilised, and that these premises are a valuable community resource. The Governing Body is therefore committed to ensuring the efficient use of premises at both schools and making them available for use by the local community. Lettings enquiries should be made in writing, giving full details, to the School Business Manager (who manages lettings across both school sites). Lettings are considered on a case by case basis and dependent on the availability of staff and the suitability of the request.

The Governing Board is required to ensure that expenditure resulting from the use of school premises by external organisations does not fall on the delegated budget. Consequently, the current scale of charges for the use of the accommodation is found at Appendix B. The scale of charges is reviewed annually by the Governing Board. These are available in the Charges and Remissions Policy published alongside this policy.

The Governing Board of Derwent and Southill Federation will set charges for lettings guided by these principles:

- Lettings to PTA will be free of charge.
- Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body after consideration of the benefit provided to the school community and the support given to the school by the hirer.
- The school will retain income derived from lettings and costs to the school of lettings will be met from this income.

Authority is delegated from the Governing Board to the Headteacher to deal with requests for lettings of a routine nature. Where any prospective letting involves extended use of the premises (over a number of days or nights) or where the prospective hirer is not known to the Headteacher, the Chair of the Governing Board should also be consulted.

All prospective hirers are required to complete a Booking Form (see Appendix A) and to comply with the Terms and Conditions set out on the reverse of the form.

Hirers are responsible for damage to premises or property which occurs during or as a result of their letting and appropriate supervision arrangements should be in place for activities held in buildings or grounds.

The Schools maintain insurance cover for liabilities incurred by Governors with regard to lettings, but insurance for liabilities incurred by hirers is the responsibility of the hirers (£5m of public liability being the minimum acceptable level). Evidence of suitable insurance cover will be requested from hirers. PTA events are covered by the PTA's separate insurance policy

Hirers are responsible for removing or otherwise disposing of litter and rubbish resulting from their use of the premises or grounds. Dogs are not permitted in the school buildings or grounds.

Smoking is prohibited within any part of buildings and grounds at either school.

A minimum of four weeks' notice is required by the school for all lettings. If a letting is approved by the Headteacher a booking form will need to be completed. On receipt of the signed booking form, the Office Manager will prepare an invoice for the hirer. Both this and the "Information and Instructions to Organisers of Events" (see Appendix C) will be sent or given to the Hirer before the event. Where Hirers use equipment that is the property of the School, the Headteacher shall satisfy themselves that the hirer is capable of using such equipment.

Health and Safety

The requirements of the Health and Safety at Work etc. Act 1974, and other legislation including in particular the Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Acts 1957 and 1984 apply to lettings. It is important that anyone hiring a premises is made aware of this and of any relevant sections of the local health and safety policy and agree to comply with any safety and security requirements therein, and the conditions of use.

The premises itself; access and egress there from any plant or equipment must be safe for use by the hirers. To this end, comprehensive risk assessments must be carried out by the hirer and an adequate health and safety policy prepared.

An annual fire risk assessment will be carried out by the school and kept under review by the Governing Board. This assessment should include consideration of potential lettings and the varied use of the school premises.

Before any "Let", steps must be taken to ensure that:

- Escape routes are unlocked and unobstructed internally and externally with all doors are being easily, and immediately, operable from the inside;
- Safety lighting is in good working order;
- Seating and gangways are arranged so as to allow sufficient space to escape in the event of an emergency;
- Where temporary seating is provided, these should be secured in lengths of not fewer than four seats and not more than 12.
- Firefighting equipment is properly maintained and available for immediate use;

After the "Let" steps must be taken to ensure:

- All electrical appliances and lights are switched off.
- All doors and windows are closed, and the premises left secure.

The person responsible for these steps is the person handing over the site for the letting and the person checking the school and setting the intruder alarm after the letting.

Policy Review

The Governing Body of our school is responsible for ensuring the review of this policy, and for reporting back to the Local Authority.



Signed: Neil Parsons (Chair of Governors)

Date policy agreed: September 2026

Date of Review: September 2027

Appendix A – Booking Form

Derwent and Southill Federation
This School has a no smoking policy throughout the premises and grounds
HIRING ORGANISATION including name and address of person responsible:
PURPOSE OF HIRE
DATES REQUIRED
ACTUAL TIMES REQUIRED (To include preparation time and time for cleaning afterwards)
FACILITIES REQUIRED:
DECLARATION BY HIRER: I acknowledge that I have received a copy of the terms and conditions governing this letting and understand them. I agree to abide by them and to pay the sum due before the letting takes place. I agree to pay for the reinstatement following any damage to property caused as a result of the letting. Please make cheques payable to: Derwent and Southill Federation. Signature of Hirer..... Date.....
TO BE COMPLETED BY THE SCHOOL: This Hiring has been approved for, and on behalf of, the School and the hirers insurance document have been seen. Date..... Signature of Business Manager..... The hirers insurance documents for the hire have been seen by the school. Date..... Signature of Business Manager..... The charge for this Hiring will be: £ INVOICE GENERATED BY FINANCE Date..... PAYMENT RECEIVED BY FINANCE Date.....
COPIES TO: Hirer, School Business Manager

Terms and Conditions relating to the Letting of Premises / Grounds:

1 The hirer must comply with all the Terms and Conditions listed below.

2 Hirers will be held responsible for any damage to premises or property which occurs during or as a result of their use.

3 The Derwent and Southill Federation Safeguarding policy must be consulted and followed when dealing with external organisations that work with children or young people.

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Executive Headteacher before approval is given. The school will contact the Integrated Front Door Agency the Prevent Channel or the police if they suspect that the letting or gathering has been used for political purposes, or the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

Considering applications for lettings the Executive Headteacher will decide on the approval of the application with consideration to:

- Interference with school activities – priority at all times should be given to school functions The availability of facilities
- The availability of staff to open and close the premises
- The school's safeguarding policy
- Health & safety considerations in relation to the number of users, type of activity, qualifications of instructors, etc.
- Type of activity and our duty with regard to the prevention of terrorism and radicalisation
- Adequacy of management procedures in place during the hire
- Appropriateness of the letting and whether it is deemed compatible with the ethos of the school

The school premises will not be let to individuals or organisations if there is reason to believe that the name of the School will be brought into disrepute. If the Executive Headteacher believes a letting should not be permitted she will report the reasons to the Governing Board.

4 Smoking is prohibited within any part of the school buildings and grounds.

5 Hirers must ensure that premises and grounds are left in a clean and tidy state after their use. All litter and waste materials should be removed and, where items of furniture have been moved, they are put back in position at the end of the letting. A further charge may be levied if additional cleaning is required.

6 The hirer will be responsible for arranging personal accident insurance and public liability insurance, except in cases where the hirer is a non-profit making individual or group. Derwent and Southill Federation and the Local Authority cannot accept any responsibility for loss or damage to personal effects.

7 Hirers must ensure full supervision is provided during lettings especially on playing fields and in specialist technical areas as the School and the Local Authority will not be responsible for any claims which may arise as a result of negligence on the part of the hirers or their supervisors.

8 The School reserves the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances. Use of the playing fields or football pitches at Derwent may be cancelled at any time should we consider that they are unfit for use. At Southill only the area within the school fence can be accessed by hirers and not the playing field

9 When a letting is cancelled by the School the only compensation will be an alternative place on site or a refund. We are unable to offer alternative locations.

10 If alcohol is to be sold on the premises specific permission must be granted by the School and the hirer must provide the school with a copy of the licence. A Public Entertainment Licence must be arranged by the hirer if one is required.

11 The hirer will pay all fees relating to the hiring of the premises, grounds and equipment within seven days of receiving the invoice, and in any event, no later than the date the premises are to be used.

12 No open fires or barbecues are to be lit directly on the grass.

13 No dogs are permitted in the school buildings or grounds.

14 A 50% cancellation charge will be levied in certain circumstances.

15 Failure to comply with the conditions above will result in the refusal of future requests to hire premises and grounds.

Please address all enquiries to Miss Jenna Faulkner, School Business Manager

Derwent Primary School, Hitchin Road, Henlow, Bedfordshire, SG16 6BA (01462 812047)

Southill Lower School, School Lane, Southill, Bedfordshire, SG18 9JA (01462 813312)

Appendix B - Lettings of School Premises Scale of Charges

Note: Lettings will require staff, the Site Agent or authorised governors, to check the security including locking and unlocking hired facilities. All lettings require a member of staff (usually the Site Agent) to be available for emergency contact throughout the letting. Charges may be subject to amendment when a member of staff is called out to school during a letting.

	Lettings	
Hall Capacity 250 (Derwent) / 50 (Southill)	42.00	up to 2 hours
	15.00	per subsequent hour
Playing fields and football pitches (including access to lavatories where needed).	33.00	up to 2 hours
	13.00	per subsequent hour
School for a weekend - 2 nights – additional nights pro rata (eg. caravan club)	£220 for site including access to kitchen	
New Year period – 3 or 4 nights (eg. caravan club)	£650/£750 for site including access to kitchen	

Appendix C - Information and Instructions to Organisers of Events held on School Property

Organisation:...

Event:

Name of Organiser: ...

Under the Health and Safety at Work Act 1974 the School provides the following information:

1. The area / room allocated to your activity is: -

- THE MAIN HALL
- KITCHEN (Derwent only)
- GROUNDS

2. Access is gained to this area from THE MAIN ENTRANCE (Derwent and Southill) or PLAYGROUND ENTRANCE (at Derwent only and for lettings that last more than 1 day)

3. Mobile to be carried at all times as there will not be any telephones available.

4. The telephone number of the person on call throughout the letting will be provided before the letting and is 1st point of contact with the school

5. A First Aid Box is located in the MEDICAL ROOM AT THE FRONT OF THE SCHOOL

6. Potential Health and Safety Hazards PERIPHERAL EQUIPMENT IN HALL TO BE AVOIDED TOGETHER WITH ALL EXTERNAL PLAYGROUND EQUIPMENT

Instructions to Organisers

1 In the event of fire *immediately* dial 999 for the Fire Brigade.

2 *Evacuate* all personnel to a safe place. Check your register, await the Fire Brigade.

3 *Immediately* thereafter telephone the person on call

4 *In the event of an accident* – follow First Aid procedures; telephone 999 for Ambulance.

5 *Immediately thereafter* telephone the person on call

6 Obtain names and addresses of at least two witnesses where possible.

7 If an accident has occurred whilst utilising the School's equipment do not move or touch the equipment until a School representative has examined it.

Notes to Organisers

1 The area allocated to you must be reached by the most direct route from the access point indicated, and members of your party must not enter other rooms or areas, other than to utilise cloakroom or toilet facilities.

2 In the event that the School has agreed to permit the use of facilities for the purpose of preparing beverages or food, only such equipment shall be used as is necessary for the preparation of these, and the activity must be under the supervision of the Organiser or some other responsible person.

3 Any equipment made available must be used strictly in accordance with standard practice and under the supervision of the Organiser.

4 Organisers are reminded that the responsibility for the safety of their party rests with the School and with the Organiser jointly.

5 The Fire Assembly Point at Derwent is in the back playground
At Southill it is away from the school site on the local playing field.

6 CCTV is operational at fixed points around Derwent school – we have a separate CCTV policy covering this.