

[The Ellis CE \(VA\) Primary School](#)

Lettings Policy

Completed and approved EE/JR. To be reviewed December 2026.

The Ellis Church of England Primary School

Lettings Policy and Letting Conditions

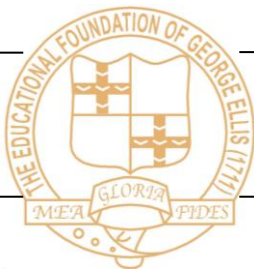
1. The Governing Body is happy to encourage community use of the school building and believes the school should be used to the full, and offer its facilities for the use of the wider community. However, it reserves the right to refuse any lettings it may choose.
2. Hiring conditions must be adhered to at all times. A copy of which is attached.
3. The hirer must visit the premises prior to the letting in order to familiarise themselves with the premises. The hirer is required to conduct their own risk assessment prior to the letting taking place. The hirer must be willing to meet with the school and provide details of their aims and objectives.
4. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. The Governing Body will review charges on a regular basis.
5. 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 and deal with any difficulties which may arise.
6. The Governing Body will determine if the Caretaker required on site when the premises are being used.
7. 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 renewed on an annual basis.
8. Any hirer who uses the school must be properly insured and relevant insurance documents must be attached to the application.
9. Hirers will be responsible for providing his/her own stewards for the event and for any breaches of Copyright, Performing Rights and Betting, Gaming and Lotteries Acts, and licensing regulations.
- 10 In the event of the school needing to cancel an agreed letting, the school/governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.
- 11 The school is fully accessible for disabled persons.

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Letting Conditions

1. The room normally available for general hire is the Hall. The school is suitable for social events, rehearsals and meetings etc. Two toilets are available adjacent to the Hall. If the playground, field or MUGA is required, toilets are available in Y3/4.
2. Charges per hour are as follows: £30 per hour.
3. The hirer will ensure that during the times the premises are used, all activities are conducted in an orderly manner and under adult supervision, and that no nuisance or inconvenience is caused to neighbours.
4. The hirer must familiarise themselves with the fire exits.
5. Payment for each letting will be made in advance at least 7 days before the event.
6. The school holds a premises licence for music, dance, sport and school plays. However, the hirer must apply for any other temporary event notice (TENS) such as alcohol or raffle ticket sales to the Council. The hirer shall ensure that any condition attached to such licence or permission is complied.
7. No alcohol is to be stored or retained on the premises when pupils are in school.
8. In accordance with the school's No Smoking Policy, **NO SMOKING** is allowed on the premises, including the external areas.
9. Cleaning of the premises is normally carried out before and after school by the school personnel. Hirers must leave the premises in the same condition as they are found. This refers to furniture, fittings and general cleanliness.
10. Any damages to the premises, facilities and equipment are to be paid for by the hirer.
11. All rubbish must be taken out and placed in the waste bins provided outside.
12. Stiletto heels are not permitted on the hall floor.
13. Access to other classroom areas will not be permitted.
14. Any electrical appliances used by the hirer must have been checked for electrical safety and comply with the relevant regulations.
15. All external doors and windows must be secured, electrical appliances and lights turned off at the end of a hiring. The caretaker (or named member of staff) is responsible for setting the alarm.
16. We require 48 hours notice for cancellations or the full fee will be charged. We reserve the right to charge an administration fee for cancellations.
17. The school accepts no responsibility for any loss or damage to property left on the School premises after the hiring.
18. There will be no access to a school telephone and it is required that hirers bring a mobile telephone for use in an emergency.
19. The hirer must be 21 years or older.



Application to use The Ellis C E Primary School Premises

Name of applicant and organisation:

Address:

Telephone:

Details of rooms/outdoor area required and frequency of use:

Room/outdoor area required:

Days required:

Start and finish times:

Total number of hours per week:

Purpose for which the accommodation will be used:

Approximate number and ages of people expected to attend:

Children under age 11 _____ Young people age 12-18 _____ Adults _____

Will the caretaker be needed throughout? Yes/No For opening/closing only? Yes/No

Will a charge be made for admission? Yes/No £

Do you carry your own Public Liability Insurance? Yes/No If NO this must be arranged. (Please supply copy of insurance certificate).

I/We agree to pay the appropriate charges as per the Letting Conditions.

To pay the cost of making good any damage to the premises or equipment.

To adhere to the conditions above and abide by the decision of the School Governors should any question arise on any point.

To be responsible for obtaining Public Liability insurance.

Signed _____ Date _____

Name:on behalf of

Signed _____ Date _____

Mrs E Edwards, Headteacher, on behalf of The Ellis CE Primary School.