Holmer Green First School and Pre-School

Lettings Policy

Introduction
The Governing Body is committed to the school building and grounds (premises) being available for community use.

Definition of a Hiring
A hiring may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a hiring fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Charges for a Hiring
The Governing Body is responsible for setting the charges for the hiring of the school premises.

Applying to use the school
Application to use the school premises should be made to the Headteacher and the application form should be filled in at least 21 days before the event.

The Headteacher will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

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

If the Headteacher has any concern about the appropriateness of a particular request for a letting, he/she will consult with the Chair of Governors, who has the authority to determine the issue on behalf of the Governing Body. 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 confirmed in writing.

December 2025

Hire Agreement
Once a hiring has been approved, a letter/email will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions and the hire agreement.

The hire agreement needs signing and returning to the school before the hiring can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The hire agreement (with the terms and conditions of hire of the school premises attached thereto) will be signed in duplicate by the hirer and on behalf of the Governing Body.

The named individual applying to hire the premises will be invoiced in advance for the cost of the letting.

All hiring fees will be paid into the school's budget to offset the costs of services, staffing etc.

Termination of Hire Agreement
The Headteacher or the Chair of Governors, has the immediate power to terminate any hire agreement relating to the hire of the school premises, in accordance with the terms and conditions.

Complaints
Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available from the School Office, or the hirer own complaints policy, depending on the nature of the complaint. It will be at the Headteacher's discretion which complaints procedure is followed.