



LETTING POLICY

Reviewed January 2025

The Premises of Eastington Primary School are not typically available for hire for private/social events.

We have only one long standing arrangements related to letting/use of the property – this supports children and families within our school.

Please see hire agreement further below as conditions of use for when the premises are let.

Governors must ensure:-

- The Headteacher has been informed of all requests for the hire of the school so they can be discussed.
- Outside organisations that let the school premises and facilities have clear safeguarding arrangements in place. Safeguarding arrangements are explained in writing in advance of any lease/hire/use of the school site as a condition of use and occupation of the premises. These safeguard arrangements will be checked by the DSL.
- The hirer has obtained Public Liability insurance cover with a minimum limit of indemnity of £2,000,000 prior to the date of hire. (Insurance advice may be obtained from the Business Service Centre, Shire Hall, Gloucester)
- The hirer pays the agreed hire fees to the Clerk to the Governors/School Administrator
- The hirer understands and agrees to the conditions of hire and has completed the schools lettings form.



LETTING AGREEMENT BETWEEN EASTINGTON PRIMARY SCHOOL AND _____

The Governors welcome you to Eastington Primary School and hope you enjoy using the facilities.

To be completed by hirer

NAME:

ADDRESS:

TELEPHONE NUMBER : DATE OF HIRE:

TIME OF USE: FROM: TO:

NUMBER OF PEOPLE ATTENDING:

PURPOSE OF HIRE:

SAFEGUARD ARRANGEMENT:

SIGNED:

DATE:

CONDITIONS OF HIRE:-

A hirer must:-

- Be responsible for obtaining the correct Public Liability insurance cover with a minimum limit of indemnity of £2,000,000.
- Ensure safeguarding arrangements are in place and share these with the school to be checked by the Designated Safeguard Leader pre-use. (Safeguarding arrangements are included in any lease or hire agreement as a condition of use and occupation of the premises. Failure to comply with this would lead to termination of the agreement.)
- Pay the necessary fees to the Clerk of the Governors/School Administrator
- Ensure the premises are used for the agreed purpose of the hire

- Make good any damage or loss to the school property and to indemnify the Governors against claims arising in any way out of the use of the premises
- The sale, supply or consumption of alcohol and tobacco is not permitted anywhere on the school premises
- Ensure the premises are left clean and tidy and in the condition they were found
- Take responsibility for events, pupils and public during the period of hire and acknowledge that the Governing Body and members of the teaching staff cannot be held responsible for the actions and safety of people using the premises during the period of hire
- Ensure registers are taken at the start of sessions and checked in the event of an emergency
- Damage caused during hire will be repaired by an LA approved contractor and paid for by Cotswold Rangers Youth (the hirer).
- The charge for the hire of _____ will be £_____ monthly.
- Hire charges are reviewed by members of the Governors Premises Sub Committee

We are very proud of our school. Please take care and look after it for us.