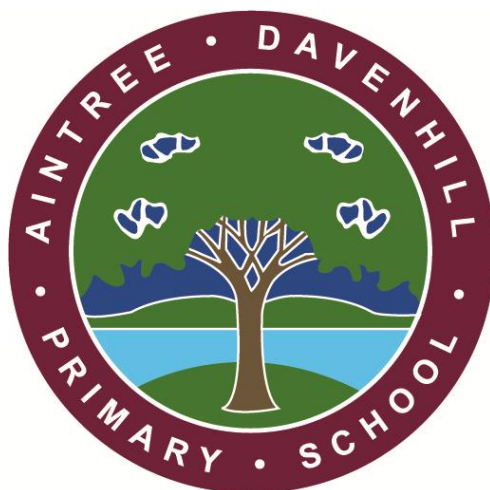


Aintree Davenhill Primary School



Lettings Policy

Approved by the Headteacher
July 2026

Aintree Davenhill Primary School

LETTINGS POLICY

Policy Objectives

Governors adopt and endorse the Lettings policy and recognise the principles therein, namely:

- (i) that school premises represent a significant capital investment and should be fully utilised
- (ii) are a valuable community resource
- (iii) educational usage, education premises constitutes a natural priority
- (iv) that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

Priority Usage

Governors may adopt the following categories of priority user:

- (i) statutory users
- (ii) designated users
- (iii) private users.

Where more than one person or organisation wishes to make a booking on an identical day and time, or on overlapping days and times, priority will be given in descending order to:

- a. organisations that seek to serve young people of the school
- b. organisations that serve the neighbouring community
- c. organisations that seek to promote artistic, musical, educational or sporting activities
- d. other private user groups

Applications for Lettings

The Governing Body have delegated their power to determine lettings to the Head, who will exercise discretion on their behalf and determine applications. The outcome of such decisions shall be matter of report to the governing body each term. This does not preclude the Head from referring sensitive applications to the Governing Body or Resources Committee at her discretion.

Definitions of user groups

1. Commercial enterprise (profit-making) of no direct benefit to pupils of the school, e.g. Slimming World.
2. Government funded organisations providing a service to the community e.g. health, education.
3. Commercial enterprise (profit-making) which provides an extended service to pupils of the school, e.g. David Campbell Soccer.
4. Non-profit making groups/charitable organisations, e.g. scouts, U3A, church groups.
5. Non-profit making group servicing the school and providing extra-curricular activities.

There may be other groups / users who do not fall into any of these categories. In these cases, a 'best fit' category should be used with the charges adjusted accordingly on an individual school basis.

Administration of Lettings

Lettable premises

Lettable parts of the building and premises include the school halls, outdoor play areas, classrooms and the fields.

Minimum age

No person under the age of 18 is permitted to hire school premises.

General

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. Accordingly, they have delegated the authority to accept applications for hire to the following persons:

- **School Administration Staff**
- **Head**

Variations

Where there are other factors to be considered e.g. offsetting of lettings costs through provision of curricular activities – and where the letting is for a short period only of up to 10 weeks, the terms and conditions from which the school premises are hired and the published charging policy may be varied by the Head. The Head must report any such variations to the Governing Body.

Lettings Documentation

All formal hiring of the school's premises, including those for which no charge is made, shall be properly documented and administered through the **Letting Procedure** contained in **Annex 1**. All hirers must complete a **Letting of Hire Application** contained in **Annex 2** and are to receive a copy of the **Conditions of Hire** contained in **Annex 3**. The hire agreement is a contract which the governors may enforce at law.

Scale of Charges

In arriving at their scale of charges the governors have followed the following principles:

- (i) that statutory users will be charged an amount commensurate with cost recovery
- (ii) that private users will be charged on a cost plus an income margin for the school
- (iii) that there will be parity of treatment for similar users;
- (iv) that overall, the cost of letting school facilities will be recovered from users
- (v) that overall community use must at least cover its own cost
- (vi) that when considering the types of activities a governing body wishes to run, the governing body must ensure that its budget share is not used to subsidise, or in any other way contribute to, the costs of activities that are not for any purposes of the school.

For the purpose of charging the Head and Administrators are empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges forms **Annex 4** to this policy document.

Value Added Tax

VAT will be added where appropriate. Most schools however are exempt from VAT.

Minimum charges and deposits

The minimum hire period will be two hours when the hire period is outside of the extended school day (8am till 6pm Monday to Friday term time) and when the school is not otherwise open.

Governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises, including any equipment used, or the premises being left in an unacceptable condition, necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Cancellations

Governors will seek to recover any cost incurred by the school, which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in **Appendix 4**.

Payment methods

The school will request an invoice to be raised by Sefton MBC

Extension of Credit

Governors will allow the extension of credit to bona fide local organisations and individuals where they are satisfied that they are credit worthy. In all cases, the governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued. Governors have chosen to delegate the approval of credit facilities to the Head.

Security

Governors will not normally insist upon continuous caretaking presence. However, they reserve the right and delegate power to the Head to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

Annex 1 Lettings Procedures

1. FIRST ENQUIRY ABOUT A LETTING

When a prospective client telephones enquiring about a letting, the school should make a note of the name and address of the applicant, the name of the organisation, and what facilities they require.

2. APPLICATION FORM

The client must be sent an application form – see annex 1. When the application form is returned, make sure that it has all been completed and that it has been signed.

3. CONSIDERATION OF APPLICATION

The application will be considered by the Head, in consultation with the Governors if the Head deems the application to be sensitive, in order to ascertain the suitability of the application, the availability of dates and times required and the impact on the normal operation of the school.

4. ACCEPTANCE/REJECTION OF LETTING

A letter of acceptance/rejection for the letting must now be sent to the client. In the case of an acceptance make sure that you state the charge for the letting and that you inform the client of the billing frequency, i.e. monthly/termly in advance for continuous lettings, due course for occasional lettings. This charge should not normally be less than that agreed in the protocol between MADCOS Schools – see Annex 4.

In the case of a rejection, a letter should be sent to the group giving the reasons. The group may appeal to the appropriate Governors' Committee.

It must be remembered that the minimum payment to a caretaker for an evening letting is 2 hours and that for lettings in excess of 2 hours, they are also allowed 15 minutes before and after the letting for opening and closing.

Attach a copy of the Guidelines and Conditions to the acceptance letter and send it to the client. Make sure you keep the application form safe. Debtor's section will ask for this if any problems arise concerning the letting.

5. INVOICING THE CLIENT

After the letting, match up the caretaker's time sheet against the letting application form. Check that the times the caretaker has booked down correspond to the times that the client has asked for. If there is any discrepancy then the charge for the letting will have to be reviewed. Work out the amount payable by the client and complete a debtor's form. The completed debtor form must be sent to the Income team. The Debtors' Section will automatically credit the school with the appropriate amount and bill the client. If any queries arise over the billing of the letting or non-payment of the letting, the Debtors Section will ask the school to send them the original letting application form.

6. VAT

For guidance please contact Sefton's VAT Officer

Annex 2
Aintree Davenhill Primary School Letting Hire Application Form

Applicant Details				
Name				
Billing Address				
Telephone				
Email				
Emergency Contact Name and Telephone *				
Organisation Details				
Name				
Nature of Event/Activity				
Accommodation Required				
Room Type (please highlight or circle)				
Sports Hall	Meeting Room	Classroom	Playing Field	Playing Field with School Access
Hire Dates, Days and Timings				
Dates (maximum 1 year)	From:		To:	
Day(s)	Monday	Tuesday	Wednesday	Thursday
(highlight or circle)	Friday	Saturday	Sunday	
Time	From:		To:	
When will your event/activity occur? (please highlight or circle)				
Term Time		School Holiday	Both	
Admission				
What is the maximum number of persons expected to be in the accommodation at any one time?				
Is the event/activity open to members of the public or limited to members of the organisation making this application?				
What charge, if any, will be made for admission?				

Will any person under the age of 18 attend the event/activity? If yes further safeguarding procedures will apply	Yes	No
Health and Safety		
Public Liability insurance policy details:		
Is a risk assessment in place for the event/activity?	Yes	No
Will a qualified First Aider be in attendance for the event/activity?	Yes	No
Does the organiser require relevant qualifications for the event/activity?	Yes	No

Applicant declaration

I hereby declare that the information provided is accurate and complete. I agree to adhere to the school's hire agreement in its entirety.

Signed: _____

Date: _____

GDPR

Data relating to third parties is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis, this information is marked with an asterisk *

Your personal information is retained in line with the school's Data protection Policy which can be found on the school's website <https://www.aintreedavenhill.net/> For more information about how we securely store your information, please contact our Data Protection lead Nicky Williams finance.aintreedavenhill@schools.sefton.gov.uk

Office Use

Date application received:

Health and Safety checklist complete	Yes	No
Safeguarding checklist required	Yes	No
Charging information complete	Yes	No

Annex 3

Conditions of Hire

Lettings are approved upon condition that the organisation making the application abides by Aintree Davenhill Primary School's Lettings policy and conditions of hire.

Hirers will be responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself.
- Leaving the premises in a clean and tidy condition.
- Working with the premises staff to ensure that the school building and grounds are secure after use.
- Obtaining adequate public liability insurance and providing the headteacher with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks required if under 18s attend the activity/event, e.g. DBS checks
- Reading the Child Protection and Safeguarding Policy and other relevant safeguarding procedures, and ensuring they understand the guidance and procedures detailed within.
- Informing the headteacher of the activities that will be undertaken on the premises and of any changes to these activities.
- Reviewing and adhering to the school's Lettings and Health and Safety policy, procedures and risk assessments.

CARE OF PROPERTY

Users are asked to take a genuine interest in the proper care of the facilities they use; groups catering for children and young people must ensure that adequate responsible leadership is provided.

The school appreciates that even under good leadership, occasional accidents may occur but it is essential that any damage should be reported immediately to the premises staff and emailed to the Business Manager or Headteacher. In their own interest, users should draw the attention of the caretaker to any damage they may find before their own event/activity starts.

The following specific conditions should also be observed:

- any footwear which might cause damage to flooring shall not be worn in the school buildings
- rooms or other premises shall be left clean and free from litter
- smoking, vaping and the chewing of gum are not allowed. Alcohol will not be consumed on the premises unless this has been agreed in writing by the headteacher
- no room, premises or facilities other than those specified in the official approval of letting shall be entered or used
- the premises shall be completely vacated by the time stated in the official approval of letting; failure to do so will result in additional charges being levied.

EQUIPMENT

School equipment, particularly gymnastic and projectors, is not available to hirers of the premises unless requested in the application and specified in the confirmation of letting. A charge will be made for use of equipment and this will be included in the confirmation of letting. Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.

If a furniture move has been agreed, the hirer and premises staff will negotiate restoring the premises back to its original state.

Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application forms and allow premises staff to carry out any relevant inspections e.g. Portable Appliance Testing. The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises. Hirers should report any stolen or missing equipment to the premises staff or Headteacher immediately.

SECURITY

The hirer will liaise with the premises staff to ensure the school remains secure before, during and after use. Hirers will be given an emergency contact number for the premises staff in case of any security breach or emergency. Keys or security passes will not be passed to any hirer or other person unless agreed by the Governing Board or Headteacher.

LIABILITY

Lettings are approved upon conditions that the organisation making the application accepts full responsibility for accidents arising from this use and that the organisation shall indemnify the school and Local Authority against all claims in respect of injury to persons or damage to property arising from the letting, except in so far as they shall be attributable to the act, default or negligence of the school or Local Authority or its employees, servants or agents.

The hirer, when acting in a company capacity is to provide the school with evidence of Third Party Liability Insurance; otherwise, the hirer shall provide the school with a Liability Waiver Indemnity.

LICENCES

Hirers will be responsible for arranging any additional licences that are required to the nature of their activities, e.g. a music licence or licence to sell alcohol.

SAFEGUARDING

The school will ensure that appropriate arrangements are in place to keep children safe during the hiring of school premises and facilities. Organisations submitting a lettings request involving working with children and/or young people must read and sign a copy of the school's current Child Protection and Safeguarding Policy or submit a copy of their own policy for approval.

ACTIVITY

When determining whether to approve an application the Governing Board or Headteacher will consider the type of activity and whether the letting is deemed compatible with the ethos of the school.

An application will not be approved if it;

- is aimed at promoting extremist views
- involves the dissemination of inappropriate materials
- contravenes the statutory Prevent duty

- is likely to cause offence to public taste and decency

The Designated Safeguarding Lead will file an incident report form if they have reason to believe that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

HEALTH AND SAFETY

Risk assessments

The premises staff or Headteacher will undertake relevant risk assessments for the suitability of the site before activities are carried out on the premises, to ensure the safety of the hirer and any additional visitors. Hirers will be required to conduct their own risk assessments for their activities.

Emergencies

In case of an emergency, the on-site telephones can be used to call the emergency services. All hirers will be advised to have access to at least one mobile telephone that can be used to call the emergency services, should the on-site telephones not be accessible. Premises staff or the Headteacher should be notified as soon as possible.

Hirers will be asked to provide contact details for someone the school can contact on their behalf in an emergency.

First aid

Hirers using the premises outside of the normal school day will be responsible for ensuring they have a trained first aider on site. School first aid kits and defibrillators are available. Hirers should familiarise themselves with their whereabouts should they be required.

Fire safety

The hirer will familiarise themselves with the Fire Safety Risk Assessment and other relevant risk assessments before using the premises. The Hirer will be given a copy of the school's Fire Safety Policy prior to the first hire date. The hirer will be shown fire exits and evacuation points by the premises staff prior to the first hire date.

Food and Drink

Food and drink may be prepared on the premises; however, hirers must seek direct permission beforehand. The hirer will prepare food and drink in line with current food and hygiene regulations.

Animals

Hirers will not bring animals onto the premises without permission from the Headteacher.

CCTV

CCTV systems will be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with school policy.

CANCELLATIONS

- Applicants cancelling their booking with less than 3 days notice may be required to pay all costs/expenses incurred in granting the letting
- The Head, School Business Manager or premises staff will have the authority to cancel any letting at short notice if circumstances make the use undesirable.

Annex 4 Scale of Charges 2026

User Groups

1. Commercial enterprise (profit-making) of no direct benefit to pupils of the school e.g. Slimming World.
2. Government funded organisations providing a service to the community e.g. health, education.
3. Commercial enterprise (profit-making) which provides an extended service to pupils of the school, e.g. David Campbell Soccer.
4. Non-profit making groups/ charitable organisations, e.g. scouts, U3A, church groups.
5. Non-profit making group servicing the school and/or providing extra-curricular activities.

There may be other groups / users who do not fall into any of these categories. In these cases, a 'best fit' category should be used with the charges adjusted accordingly on an individual school basis.

Charges per user group acknowledging discounted rates as of April 2026

Monday – Friday, 8-6pm, term time

Charges per hour	User groups				
	1 (100%)	2 (80%)	3 (60%)	4 (40%)	5 (20%)
Small room	19.94	15.95	11.98	7.96	3.99
Large room/ICT Suite	31.91	25.26	19.15	12.77	6.37
Hall/ sports hall	27.39	21.91	16.45	10.96	5.47
Playing field	13.31	10.63	7.96	5.31	2.65
- term hire /hr	133.00	106.47	79.86	53.24	26.69
Playing field with school access	31.91	25.52	19.15	12.77	6.37
- term hire /hr	266.22	212.95	159.73	102.97	53.24

Saturday – Sunday, evenings, school holidays* Minimum 2hrs hire

Charges per hour	User groups				
	1 (100%)	2 (80%)	3 (60%)	4 (40%)	5 (20%)
Small room	25.61	20.48	15.35	10.22	5.11
Large room/ICT Suite	37.58	30.07	22.54	15.02	6.71
Hall/ sports hall	32.90	26.88	20.15	13.42	6.70
Playing field (& holiday soccer club use)	13.29	10.63	7.96	5.31	2.65
- term hire /hr	133.10	106.47	79.86	53.23	26.69
- season hire	212.75	170.16	147.83	84.99	42.41
Playing field with school access	37.58	30.07	22.54	15.02	7.49
- term hire /hr	332.74	266.22	199.65	160.67	66.53

** Schools should make an additional charge to cover caretaking / cleaning when the letting involves the premises being used out of normal school opening hours.*

