



LETTINGS POLICY - NOVEMBER 2025

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. 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 any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
6. 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 reviewed on an annual basis.
7. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting)
8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.

11. The hirer is responsible for making sure the school is left in the same condition/state of cleanliness as they found it.
12. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
13. Smoking is not allowed on the premises in line with school policy.
14. Alcoholic drinks are not permitted on the premises in line with school policy.



USE OF SCHOOL PREMISES APPLICATION FORM



Name of Organisation: _____

Name of Applicant: _____

Address: _____

Telephone No: _____

Name and address of person to be billed if not same as above:

Date(s) premises required: _____

Accommodation Required:

Type of Accommodation	From	To

Please state here any additional requirements:

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Purpose for which premises are required: _____

Will the general public be admitted?	Yes	No	delete as appropriate
Approximate number of people attending:			
Do you intend to use/bring additional electrical equipment?	Yes	No	delete as appropriate

If yes, please can you make sure this has been PAT Tested.

Memorandum of Agreement and Indemnity to be completed for all applications:

In consideration of the *Governors* and/or *Lancashire County Council* granting me/us the use of the aforementioned premises, I/we agree to pay to the *Governors* or to the *County Council* the prescribed hire charge and to replace or pay to the *Governors* or the *County Council* the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the *Governors* and/or the *County Council* give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the *Governors* and/or the *County Council*, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the *Governors* and/or the *County Council*, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for hirers to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the *Lancashire County Property Group* and the *Licensing Section of Lancashire County Council*. Further, I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the *Governors* and/or the *County Council* in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the *Copyright Act 1956*, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

Under no circumstances does this letting give the user exclusive possession.

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signature	_____
Designation	_____
Date	_____

SCHOOL USE ONLY

This application for the use of school premises is acceptable to us:	Yes	No	delete as appropriate
The Governors have determined that this will be a free letting	Yes	No	delete as appropriate
A chargeable letting at a cost of £12 per hour	Yes	No	delete as appropriate
Lettings income will be collected by the school			

Signed D. Toddington (Headteacher)