Lettings Policy

September 2025

Capel St. Mary CEVC Primary School
The Street, Capel St Mary, Ipswich, Suffolk IP9 2EG

t 01473 310386
email: admin@capel-st-mary.suffolk.sch.uk
Website: www.capel-st-mary.suffolk.sch.uk

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Suffolk County Council

Hiring Local Authority Facilities

Availability

1. Educational buildings are generally available when not required by the Local Authority for the purpose of primary, secondary, special, further and adult education, and the provision of a youth service.
2. Use of premises is subject to various conditions, regulations and charges.

Application

1. Application forms are available from the Finance Officer, who will be able to tell you about charges and availability.
2. Applications will be considered on their merits, taking into account considerations such as the preservation of law, order and public safety.
3. In the event of an application being refused, the applicant may refer the matter to the Director of Children's and Young People's Services.
4. If your application is accepted it will become a firm booking only on receipt of your completed and signed application form.
5. The person signing the application form will be considered "The Hirer". In signing the application form the hirer not only acknowledges receipt of these Regulations and Conditions of Use but is also deemed to agree to ensure compliance with them.
6. The school will confirm your booking and send you an invoice, **which is payable on receipt**, covering the period.

Access

When booking the facility the hirer will be informed how they can gain access to the facility.
All lettings outside school hours are subject to the availability of the cleaner or another person authorised by the Governing Body to ensure the school is locked and secure.

General Conditions

A. Cancellations

I. Cancellations should be made by letter or email giving as much notice as possible. The following charges may be applied:
- Cancellations made at least 2 weeks prior to the booking – no charge
- Cancellations made between 2 weeks and 48 hours prior to the booking – charged at 25% of the cost
- Cancellations made within 48 hours of the proposed booking – charged at 50% of the cost

II. In exceptional circumstances it may be necessary for the school to cancel a booking. As much notice as possible will be given, generally not less than 7 days, and where possible alternative accommodation will be offered. However, the LA and the school cannot accept liability in respect of commitments incurred by the hirer due to such cancellation.

III. In severe weather conditions please contact the school during the working week during term time (or the hirer contact during holiday time) to confirm that outside pitches are playable.

B. Charges/Method of Payment

I. The hire charges are reviewed annually by the school at the beginning of each academic year (See Appendix A). At the discretion of the Headteacher rates may be reduced. There is no charge for the use of the premises by the Parents Fundraising Association.

II. Charges for sports facilities include a five-minute 'change over' period at the end of each session

III. An invoice will be issued by the school and is payable prior to the commencement of the hire period or as otherwise may be negotiated with the Finance Officer. Cheques should be made payable to "Capel St Mary CEVC Primary School".

C. Insurance

The hirer shall indemnify Capel St Mary Primary School against any claim for bodily injury, or loss of or damage to property (real or person) whether belonging to the school or any other person. If the said loss, damage or injury is caused by the negligence of the hirer, or by the negligence of any person using the premises with the permission of the hirer, the hirer will be liable.

The hirer must have a minimum of £5,000,000 PUBLIC LIABILITY INSURANCE, copies of which must be given to the school. If the hirer is unable to provide such insurance, then they may apply to the school to hire the premises under the School's Hirer's Liability insurance for which there will be a nominal charge made.

Organisations should also consider whether staff and helpers should be protected by personal accident/employers' liability insurance etc.

D. Cleaning

The hirer is responsible for ensuring that the premises are left in a clean and tidy condition, including replacing any furniture that may have been moved. Any additional expense incurred by the school in the moving and replacement of furniture and equipment, or in extra cleaning that may be necessary to return the premises to a satisfactory condition, shall be recharged to the hirer.

E. Use of the facilities

I. The hirer will be responsible for the proper use of the facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings, and school equipment. The hirer shall be responsible for making good any damage to the premises or property. Capel St Mary Primary School reserves the right for its representative(s):
   - To be present during any period of hire;
   - To inspect activities at any time;
   - To put a stop to any activities deemed to be inappropriate or conducted without due care and attention

   CHILDREN UNDER 18 MUST BE DIRECTLY SUPERVISED BY ADULTS AT ALL TIMES.

II. The hirer must use only that part of the building hired and must observe any instructions given by the cleaner. The hirer is not entitled to enter or use the premises at times other than those shown on the booking form.
III. Hirers should acquaint themselves with the Fire and Safety regulations and procedures relating to the premises in use, particularly the location of fire alarms, extinguishers and emergency exits. Organisations should make provisions for their own First Aid.
IV. Hirers are expected to bring to the attention of school staff any concerns about the state of the premises or equipment used. Please report any problems promptly.
V. If requested, Hirers should ensure that any equipment brought onto the premises has been adequately PAT tested.
VI. Hirers should ensure they have a mobile phone for use in emergencies.
VII. Capel St Mary Primary School (including grounds) is a non-smoking and non-vaping site. Hirers are responsible for ensuring all users adhere to this policy.
VIII. Only assistance and reading dogs are permitted on the school site. Hirers are responsible for ensuring all users adhere to this policy.
IX. Individual organisations working with children are responsible for ensuring they have appropriate child protection checks and procedures (e.g. DBS checks).
X. Parking – Cars may only be parked (**at owner's risk**) in the designated car park. The car park is small and users should use the space courteously and park in such a manner so as to allow emergency service vehicles access – AT NO TIME shall this access be restricted in any way. Hirers are responsible for ensuring all users adhere to this policy.

F. Contacts

For all lettings enquiries during school hours please contact

The Finance Officer Mrs Woollard Tel: 01473 310386
Email: admin@capel-st-mary.suffolk.sch.uk

For problems out of school hours, during holiday time or in the event of an emergency, please contact

The Caretaker Mr Ribeiro Tel: 07437 719042

G. Additional Regulations and Conditions of the Use of Sporting Facilities

I. It is a requirement that appropriate footwear is worn at all times
II. Football boots must be removed before using the indoor toilet facilities.
III. Although School staff will try to ensure that the pitches are free of litter and debris, it remains the responsibility of the user to satisfy themselves that pitches are safe to use and clear of any debris that may cause injury.

H. Additional Regulations and Conditions of Use of Halls

I. The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained. The school retains the right to inspect any licence or certificate mentioned in the following paragraphs.

a) **Theatre Licence**
No stage play shall be performed unless a theatre licence has been obtained from the appropriate Town/District Council. No booking will be confirmed unless such a licence has been obtained. The hirer must observe any conditions attached to the licence.

b) **Performing Rights Licence**
No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of copyright. The hirer shall indemnify the school and the County Council against infringement of copyright which may occur during the hire period.

c) **Justices Licence**
Alcoholic drinks shall only be brought on the premises if they are directly provided by the hirer or provided by the holder of an occasional licence granted by the Justices for the function for which approval has been given. The selling of alcoholic drinks also requires a licence.

d) **Cinematograph Licence**
Hirers wanting to regularly put on cinematograph shows, unless in possession of the relevant certificate from HM Customs and Excise, should apply to the appropriate Town/Council for a licence.

e) **Public Entertainment Licence**
The school holds a Public Entertainment Licence which gives permission for public music, singing or dancing between the hours of 7.00pm and 11.00pm, Monday to Saturday.

II. Qualifications – Hirers must ensure that instructors/supervisors/coaches hold appropriate valid qualifications or can demonstrate they have had suitable and adequate experience to provide instruction.
III. Specialist lighting or amplifying equipment for dances etc is not included in the hire of the school.
IV. No exits must be blocked, or furniture/equipment/obstruction placed in corridors. Fire appliances must not be tampered with or removed other than for fire fighting purposes.

V. The user shall not exceed the licence seating and/or dancing capacity in the hall which is as follows:

All seated at tables	75 persons
Dancing area and seated at tables	120 persons
Closely seated audience	120 persons (including cast and staff)

I. SAFEGUARDING & DBS

Capel St Mary CEVC Primary School is committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring that safeguarding measures are in place rests with the third party provider, (i.e. the hirer) rather than the school.

Hirers providing services to children must have policies, procedures & DBS checks in place to ensure children's safety and these must be supplied to the school upon request. The school will discuss any safeguarding concerns that arise with the organisations hiring the premises as it is important to work with hirers to make sure that safeguarding standards are high and to minimise any potential risk.

It is the responsibility of any third party provider (i.e. the hirer), as the employer, to carry out DBS and other checks on its staff. The school will ask for written confirmation of DBS checks if there is a possibility of unaccompanied staff coming into contact with pupils at the school.

J. VAT

I. The prices quoted in the scale of charges are exclusive of VAT. All school lets are now deemed outside the scope of VAT but if this should change the current rate of VAT will be added.

Chair of Governors ……

Date ……..

APPENDIX A

HIRE CHARGES

With effect from 1st September 2025 (reviewed annually)

	Hall (charge per hour)	**Classroom** (charge per hour)	**Field/Playground** (charge per hour)
Weekday (Monday – Friday)			
Commercial/Private let	**£25**	**£20**	**£25**
Children's non-profit clubs	**£15**	**£10**	**£15**
Weekend (Saturday/Sunday)	**£35**	**£25**	**£35**
Special Arrangements	**Headteacher's discretion**		

Notes:-

1. All charges will be invoiced.
2. A session is 1 hour unless specified otherwise.
3. Hourly rates refer to 55 minutes usage and 5 minutes changeover.