



SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

Frimley Road, Camberley, Surrey, GU15 2QB
t: 01276 63870 e: schooloffice@southcamberley.surrey.sch.uk
www.southcamberley.surrey.sch.uk

Executive Headteacher: Mrs Nicky Wright



Lettings Policy

2026-2027

Date of Approval	Date of Review
March 2026	March 2027
Status and Review Cycle	Non-Statutory, every year



Our Vision

A collective drive to raise standards and create a school of excellence where all are safe and want to learn.

Our Mission

Our aim is to provide opportunities for every child to succeed through high quality teaching and the development of an engaging and relevant curriculum. We nurture each individual to become confident, ambitious lifelong learners who are responsible, kind and are prepared for the future.

Our core principles of positivity, urgency, resilience and equity underpin all we do.

P.U.R.E. Principles:

- Positivity - We have a 'can do' attitude and recognise and harness individual talents
- Urgency - We are pro-active, and know the importance of every moment
- Resilience - We are curious to try new things and confident to challenge ourselves
- Equity – We value and celebrate differences and develop individuals

We have exceptionally high expectations of behaviour and we expect each individual to respect others' differences, their families, culture and beliefs. Our learning environment aims to be safe, engaging and vibrant and we recognise effort, kindness and achievement. We encourage strong partnerships with parents and our wider community, and we believe that collaboration leads to greater benefits for all.

Behaviour Certainties:

- Ready
- Respectful
- Safe

1. Objectives

In adopting this policy the Local Advisory Committee recognise that:

- (i) The school premises are a valuable community resource to which community access should be promoted;
- (ii) The school premises represent a significant capital investment and should be fully utilised
- (iii) In operating this policy, the needs of the school should be given priority, and
- (iv) A profit margin may be derived from private or commercial usage; however, the primary aim is to support community and educational use while ensuring costs to the school are recovered.

2. Definitions

Commercial Hirers refers to any professional organization, business, or individual operating for profit or as a registered charity, while **Private Hirers** refers to individuals booking for non-commercial, personal social events such as private family parties

3. Priority Usage

Priority of use shall be given as follows:

- (i) School use
- (ii) Statutory users
- (iii) Designated users (youth groups)
- (iv) School community users
- (v) Private users

Power to determine designated status is delegated to the Executive Headteacher.

4. Conditions of Hire and Charging Policy

The Terms and Conditions of hire of the school premises are attached in Appendix 1 to this policy.

The current Scale of Charges is set out in Appendix 2 to this policy. Charges shall be set at a level only to cover the costs to the school of the hire except that private users will be charged on cost plus an income margin for the school. Educational use may attract a discount to the charges set out in the Scale of Charges, and all rates are open to negotiation.

5. Variations and Review

The Terms and Conditions and the Scale of Charges shall be reviewed annually together with this policy.

Variations to either the Terms and Conditions or Scale of Charges may be agreed in respect of individual lettings at the discretion of the Executive Headteacher in agreement with the Chair of the Local Advisory Committee.

6. Administration of Lettings

Authority to accept applications for hire is delegated to the Lettings Officer acting with the agreement of the School Business Manager and under the oversight of the Executive Headteacher.

7. Lettings Documentation

All formal hiring of the school premises (including any for which no charge is made) shall be properly documented:

- (i) All hirers must complete a lettings hire application and receive a copy of the Terms and Conditions of hire and Scale of Charges.
- (ii) Once an application is accepted the hirer must sign a Hire and User Agreement, which forms Appendix 3 to this policy
- (iii) Proof of public liability insurance is required only "**where relevant**" (e.g., for commercial or organized group hirers).

8. Health & Safety Policy on Lettings – Appendix 4

During the period of the let, the hirer is responsible for the safety of all participants and for ensuring compliance with relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974 and associated regulations.

9. For Fire Safety, hirers should note the following points:

- A responsible person must be nominated to take responsibility for health and safety for the group during the letting. This person must make sure that they know where the fire exits are located.
- This person must inform the group BEFORE the commencement of the meeting exactly how to proceed if there is an emergency.
- A list or register of all those attending the meeting must be made.
- The responsible person must know how to contact the emergency service.
- A suitable Assembly Point must be pre-arranged so that if there is an evacuation everyone knows where to meet.
- It is then the responsibility of the nominated person to liaise with the emergency services to ensure that all those in that particular group are accounted for.
- All emergency incidents occurring during these sessions should be reported to the Lettings Officer / Facilities Manager within 24 hours.
- Any electrical equipment brought onto the premises must have evidence of current Portable Appliance Testing (PAT) certification.

10. Review of Policy

The Local Advisory Committee will review this policy annually in the spring term. The scale of hire charges will also be reviewed and updated for the forthcoming year.

APPENDIX 1

South Camberley Primary & Nursery School Terms and Conditions of Hire

The use of school premises for purposes other than those of the school itself is subject to the Local Advisory Committee's regulations for the community use of school premises.

The letting is permitted by the school and its Local Advisory Committee on the understanding that the following rules, procedures and any specific school policies provided to you are adhered to at all times. The school & its Local Advisory Committee ('the school') reserve the right to refuse any application to hire facilities without reason to the hirer if they feel such a letting is not in the interest of the school. The person(s) signing the lettings agreement on behalf of the hirer ('hirer') are personally responsible for ensuring these terms and conditions and any other appropriate school policies and procedures are fully complied with.

1. Application for hire

- 1.1 Hirers must apply on lettings hire application form and must sign to confirm that they have read and agreed these Terms and Conditions. A letting will be confirmed on receipt of the completed booking form and, where applicable, proof of relevant public liability insurance.

2. Payment and hire periods

- 2.1 A deposit may be requested for certain lettings.
- 2.2 Payment of the appropriate charges will be made on demand.
- 2.3 Invoices are issued half-termly or as agreed. All sums must be paid within 30 days of the invoice date and no later than 48 hours before the start of the letting.
- 2.4 All commercial / professional hirers must provide their own Public Liability Insurance of at least £5,000,000.00. Private, non-commercial hirers are covered by the School's RPA insurance.
- 2.5 The Local Advisory Committee reserve the right to charge an additional amount for use of school equipment or for heating or lighting overheads.
- 2.6 The minimum hire period for all hires will be 1 hour per letting session over a minimum of 6 continuous weeks in the case of ongoing hires.
- 2.7 The Local Advisory Committee reserve the right to charge where damage to the school property has occurred.

3. Cancellation

- 3.1 **Notice Period:** Cancellation of a booking must be made in writing to the Lettings Officer at least two weeks (14 days) prior to the event.
- 3.2 **Cancellation Charges:**
 - **More than 2 weeks' notice:** Full refund of hire fee; deposit retention is at Local Advisory Committee discretion.
 - **Between 48 hours and 2 weeks' notice:** Cancellations made within the two-week notice period may incur charges at the school's discretion.
 - **Less than 48 hours' notice:** A **100% cancellation fee** (the full hire charge) will apply

4. Use of Premises

- 4.1 Hirers will have access only to the particular parts of the school premises let to them, including where it is practicable the use of a cloakroom and toilet accommodation. In no circumstances is access permitted to any other part of the premises or unauthorised use made of any outside play areas.
- 4.2 Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc. required for the letting, and removing them before the school re-opens on the following day.
- 4.3 The school reserves the right to terminate the letting agreement without notice if it considers the conditions of booking have been breached in any way.

5. Care of School Premises

- 5.1 The premises will be left clean and in good order and vacated **not later** than the time booked. The hirer shall reimburse any costs incurred by the Local Advisory Committee in cleaning the premises after the hiring necessary to ensure the premises are sufficiently clean for normal use by the School.
- 5.2 Commercial and Professional Hirers shall ensure they have a policy of public liability insurance to cover such liability up to at least £5 million and shall produce the policy to the Local Advisory Committee on demand. Private, Non-Commercial Hirers are covered by the School's RPA insurance for the duration of the hire.
- 5.3 No preparations are to be applied to the floor.
- 5.4 Hirers are responsible for their own personal security & property and ensuring the security of the school building is not compromised.

6. Licences

- 6.1 No intoxicating liquor will be brought on to or consumed on the premises except as a function organised by a body or bodies which the Local Advisory Committee shall have approved. Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.
- 6.2 In the case of lettings for music, singing, dancing or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.
NOTE TO HIRERS: All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform to the regulations governing the issue of licences for public entertainments so that they cannot normally be used for this purpose.
- 6.3 There must be no infringement of copyright and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
- 6.4 Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from, or requires, a licence under the provision of the Cinemas Act 1985 or any statutory modifications thereof.

7. Sub-letting

- 7.1 A hirer must not sub-let to another party.

8. Smoking & Vaping

- 8.1 The school site is a smoke-free environment. Smoking and vaping are not permitted anywhere on the premises.

9. Car parking

- 9.1 The School expects all hirers to ensure that all users of the premises are considerate to the School's neighbours in parking on and around the school premises.
- 9.2 The School accepts no responsibility for loss of property, damage to cars or injury incurred by the use of the School car park for the purpose of lettings.

10. Disputes & Revocation

- 10.1 Any dispute on the use of School facilities or School equipment out of normal hours shall be settled by the Local Advisory Committee.
- 10.2 The Local Advisory Committee reserve the right to revoke without notice any contract for the hire of School premises.
- 10.3 The Local Advisory Committee are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.

11. Safeguarding

- 11.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects all hirers and their representatives to share this commitment.

- 11.2 Commercial hirers working with children (anyone under 18) must provide:
- A copy of their Safeguarding Policy.
 - Evidence that appropriate DBS checks have been obtained for all individuals working on school premises.
 - A signed Hire and User Agreement confirming they have read and understood the School's Child Protection & Safeguarding Policy.
- 11.3 Commercial hirers are responsible for ensuring that all DBS details held by the school are up to date and must inform the Letting Officer or Executive Headteacher promptly of any changes to the hiring group's staffing or DBS records.
- 11.4 Private family parties or non-commercial social hirings are exempt from providing a Safeguarding Policy or DBS details. In these cases, the parent or hirer assumes responsibility for the safety and behaviour of all invited children and guests on school premises.
- 11.5 For any after-school extra-curricular clubs, hirers must follow safeguarding procedures, including contacting absent children's parents to ensure their safety.
- 11.6 All hirers, whether commercial or private, must sign an agreement confirming that they do not support extremist ideologies or promote hatred

12. Insurance

- 12.1 **Commercial and Professional Hirers:** Must provide proof of Public Liability Insurance with a minimum cover of £5,000,000.00 before a letting is confirmed.
- 12.2 **Private, Non-Commercial Hirers:** Are covered by the School's RPA insurance for the duration of the hire.
- 12.3 **General Liability:** While private hirers are covered under the School's RPA, all hirers, regardless of status, remain personally responsible for any damage caused to school premises or property by themselves or their guests that falls outside of standard insurance coverage (e.g., intentional damage or gross negligence).

APPENDIX 2

South Camberley Primary & Nursery School

Scale of Charges

Hall per day (up to 8 hrs)	£100.00
Hall per hour	£25.00
Classroom per hour	£25.00
Field per day (up to 8 hrs) (includes access to toilets)	£100.00
Field per hour (includes access to toilets)	£20.00
Playground per hour (includes access to toilets)	£20.00

OTHER COSTS

Caretaker per visit:

After 6pm Monday to Friday

Opening £20.00

Closing £20.00

Saturday & Sunday

(Opening & Closing) £40.00

Emergency alarm call-out £40.00

DEPOSIT

A £50 deposit will be payable at the time of booking. The deposit will be reimbursed providing the space is left clean and tidy and that no additional costs are incurred by the school for additional cleaning of the site.

NOTE

All charges are reviewed annually by the Local Advisory Committee (LAC) and may be adjusted accordingly. Any changes to the Scale of Charges will be communicated to hirers in advance

APPENDIX 3

South Camberley Primary & Nursery School

Hire & User Agreement

Letting Agreement between South Camberley Primary & Nursery School and

_____ (The Hirer) and

_____ (The User, if different to above)

for the use of South Camberley Primary & Nursery (The School Premises)

For the purpose of _____

On _____ (enter dates and times)

The Hirer / User agrees:

1. To pay the sum agreed for the above letting within 30 days of invoice date and in all cases, no later than 48 hours before the letting date.
2. That the hire is subject to the Terms and Conditions of hire attached to this agreement.
3. Hirer / User acknowledges, they have read and understood South Camberley Primary & Nursery School Child Protection & Safeguarding Policy, available on the website.
<https://www.southcamberley.surrey.sch.uk/attachments/download.asp?file=1660&type=pdf>
4. To provide a copy of their Public Liability Insurance policy certificate (for commercial or professional hirers).
5. That they will leave the School Premises in good condition at the end of every hire and acknowledge that South Camberley Primary & Nursery School is a non-smoking site and that dogs are not allowed on the premises.
6. That any damage caused or noticed will be notified as soon as practicably possible to the School's Lettings Officer.
7. Hirer to provide school with a copy of their organisation's safeguarding policy and procedures (Required for Commercial/Professional Hirers only; Private/Family hirers are exempt per Section 11.4 of the Lettings Policy).
8. Hirer ensures no child or group of children or young people under 16 are left unattended on school premises at any time.
9. Hirer ensures that where appropriate a register of children attending a regular activity will be kept. This will include details of their name, next of kin and telephone number.
10. Hirer agrees to complete written details within 24 hours of any accident occurring during their occupation of the premises which did or could give rise to injury or a safeguarding concern.
11. Hirer informs the school in writing within 24 hours of any allegations of abuse or cause for concern relating to members of your organisation who are involved with the activity, and any known offenders seeking to join your membership, and agree you will manage such allegations or agreement with offenders in co-operation with statutory agencies, and with the school.
12. To cancel a booking, the Hirer must provide notice in writing to the Lettings Officer. The following charges apply based on the notice period provided:
 - a. More than 2 weeks' notice: Full refund of hire fee; deposit retention is at Local Advisory Committee discretion.
 - b. Between 48 hours and 2 weeks' notice: Cancellations made within the two-week notice period may incur charges at the school's discretion.
 - c. Less than 48 hours' notice: A 100% cancellation fee (the full hire charge) will apply
13. The hirer to ensure that all DBS details held by the school are up to date and the letting officer or Executive Headteacher are informed of any changes in the hiring group's staffing and DBS details asap.
14. The hirer agrees that they do not support extremist ideologies or promote hatred.

_____ Executive Headteacher

Signed on behalf of South Camberley Primary & Nursery School

_____ Signed by Hirer

Date: _____

Date: _____

APPENDIX 4

South Camberley Primary & Nursery School Health & Safety Policy on Lettings

During the period of the letting, it is the responsibility of the hirer to ensure the safety of all those using the building and any members of the public who may come onto the premises. The hirer or their representative is responsible for compliance with the Health and Safety at Work Act 1974 and any other relevant legislation in force at the time of the letting.

Risk Assessment

- All hirers must carry out a risk assessment prior to the letting and provide a copy to the Lettings Officer (see Appendix 5).
- By signing the Hire Agreement, the hirer confirms that a risk assessment has been completed.

Birthday Party / Private Family Hirings:

- A simplified risk assessment is sufficient. Parents should identify any hazards (e.g., food allergies, trip hazards, toys) and outline how they will be managed.
- A register or list of attendees should be kept to ensure all children are accounted for.

Fire Safety

- One person must be nominated to take responsibility for the health and safety of the group.
- This person should know the locations of fire exits and Assembly Points.
- Before the start of the event, they should explain to attendees what to do in an emergency.
- In the event of an evacuation, the responsible person ensures that everyone in their group is accounted for and liaises with the emergency services if required.
- All emergency incidents should be reported to the Lettings Officer / Facilities Manager within 24 hours.

Electrical Equipment

- Any electrical equipment brought onto the premises must have current PAT (Portable Appliance Test) certification.

Emergency Contact

- An emergency contact number must be provided to the Lettings Officer once paperwork is finalised

Print name _____

Tel No _____

Sign _____

Date _____

Appendix 5
South Camberley Primary & Nursery School
Birthday Party / Private Hirer Risk Assessment Template

Hirer Name:	
Date of Event:	
Site / Room:	
Emergency Contact No:	

Responsible Person	
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Name of the person responsible for health & safety during the event

Attendee Register Provided	YES / NO
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Please list all children and adults attending (attach list)

Hazards & Safety Measures			
Hazard	Risk (eg. Trip)	Safety Measures	Actions Taken
Eg: wet floors, bouncy castles, food allergies, trip hazards			

Fire Safety	
Responsible person has noted the location of fire exits	YES / NO
Responsible person has noted the Assembly Point	YES / NO
Attendees informed of evacuation procedure	YES / NO

Electrical Equipment	
Any electrical equipment brought onto the premises has current PAT certification	YES / NO

Additional Notes / Special Instructions

Hirer Signature:		Date:	
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