



Carr Infant School

Confidence - Communication - Creativity

Letting Policy

Approved by	Full Governing Body
Previously Approved	April 2025
Date	July 2026
Review Date	January 2027

The aim of the Governing Body is to support the school in providing the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Definitions

A letting may be defined as:

“Any use of the school buildings and ground by parties other than the school and its partners. This may be a community group (such as a local music group or football team) or a commercial organisation (such as a theatre group)”.

The following activities fall within the life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

- Governing body meetings
- Friends of Carr School events
- Extra-curricular activities for pupils organised by the school
- School performances
- Parents' meetings.
- Elections

The following activities are not considered to be appropriate for lettings: if they are either well provided for in the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the schools facilities.

Letting charges

The Governing Body is responsible for setting charges for the letting of the school premises. These are set out in the schedule of charges below:

Community Lettings

- Any activity developed and managed by other organisations, bodies or departments for educational, social or community use
- Youth Groups
- Adult Education
- Community Meetings

**Charges may be waived in some circumstances, at the Head teachers' discretion for example, non-charging Educational activities.

Commercial Lettings

- Hire of school premises for commercial purposes

Charges

	Hall / Outside per hour	Classroom only per hour
Community	£17	£15

£100 for the full day		
Commercial	£23	£17
£100 for the full day		

The minimum hire period will be 2 hours (between the hours of 8.00am – 5.00pm). Additional hours may be available by arrangement at the hourly rate. Discounts may be available for block bookings – please speak with the Headteacher / school administrator.

Conduct of users

This is set out in the rules of hire for school use.

Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

Applications for lettings

Organisations seeking to hire the school premises should approach the school administrator via the school office in the first instance. Details of charges and conditions of use should be given or referred to.

An Application for Hire Form, a copy of which is attached to this policy, should be completed at this stage.

The Headteacher will decide on the application with consideration to:

- the priorities for lettings agreed by Governors as set out in this policy
- the availability of the facilities and staff
- the schools equal opportunities, health and safety, child protection policies
- health and safety considerations such as number of users, type of activity, qualifications of instructors etc.

Issuing a Lettings Contract

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract.

The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings will be clearly recorded by the school.

The Head teacher on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full.

Carr Infant School – Rules of Hire (Letting)

GENERAL

1. Anyone using the facilities without prior booking arrangements with the School is trespassing.
2. The Hirer (s) shall:
 - 2.1 comply with all reasonable instructions and requests of the School;
 - 2.2 ensure that the part of the premises and any equipment used is left in a clean, tidy and orderly condition at the end of use;
 - 2.3 refrain from any conduct which is unseemly or which might cause annoyance, offence or danger to other users of the premises. The School will not tolerate abuse to its staff or other customers. In the event of any in your party causing offence, that person will be asked to leave the premises and your booking may be cancelled without refund;
 - 2.4 ensure all children under 16 are fully supervised at all times by responsible adults;
 - 2.5 park all vehicles, including bicycles and mopeds, in the designated parking areas and are left at the owners' risk. Under no circumstances should any vehicle, including bicycles or mopeds, be taken onto the School grounds beyond the designated parking areas;
 - 2.6 ensure all refreshments are consumed in areas designated by the School;
 - 2.7 provide First Aid equipment appropriate to their activity and ensure a suitably trained First Aider is on duty during the let.
3. The Hirer (s) shall NOT:
 - 3.1 Sub-let the facility.
 - 3.2 Permit smoking in any part of the School. The entire School is a non-smoking site including the grounds
 - 3.3 Move equipment or furniture without prior permission.
 - 3.4 Leave the premises unattended. A named person on the Booking Form will therefore be expected to be on the School premises at all times throughout the duration of the letting.
 - 3.5 Use the facility for any other purpose than that specified on the booking form
 - 3.6 Bring onto the premises or consume any dangerous, obnoxious, illegal or alcoholic substances.
 - 3.7 Bring any animals, except dogs supporting those with disabilities, into the School or its grounds.
 - 3.8 Sell or supply to other users any goods of any description whatsoever without the School's prior permission.
 - 3.9 Put up any posters, flags, emblems or other interior decorations without the School's prior permission.

SAFEGUARDING

4. All hirers must ensure that those adults in charge of children and/or vulnerable adults have undergone an enhanced DBS check and have appropriate qualifications and experience relevant to their roles. DBS disclosure numbers and dates must be made available to the School on request.

5. The responsibility for permitting photography at an event is entirely at the hirer's discretion. As a result of current concerns about child protection issues, the Institute of Sport and Recreational Management have issued guidelines on 'Photographing of Children in sports centres/swimming pools'. A copy of this is available on request and it is our recommendation that these guidelines are followed. The City of York Council and the School take no responsibility for the misuse of any photographs taken at your event.

ADMISSION

6. The School may refuse the admission of any person without giving a reason for so doing and may similarly require any person to leave the facility.

FEES & CHARGES

7. Details of fees and charges may be obtained from the School Office.
8. The School reserves the right to alter charges and availability of the facility.
9. Any casual bookings must be paid for in full before using the facilities.
10. Invoices for regular bookings must be paid according to the Terms stated on the invoice, except in circumstances approved by the School in advance of using the facilities.

BOOKINGS & CANCELLATIONS

11. The School reserves the right to refuse bookings and to cancel bookings, when possible, with appropriate notice.
12. In exceptional circumstances the School reserves the right to cancel a booking without prior notice; for example if a sports pitch is unfit for use or the Hall is required for external examinations.
13. A period of 7 full days notice in writing is required from the hirer to cancel any regular booking. For casual bookings, at least 24 hours notice is required.

LICENCES

14. The hirer will observe all regulations applicable to any on-licence music, dancing and entertainment in operation at the School.
15. If copyright work is to be performed, the hirer must obtain a licence from the owner of the copyright and submit a copy with the booking form. The hirer shall indemnify the City of York Council against any infringement of copyright occurring during the letting.

HEALTH & SAFETY

16. The hirer should ensure that all members of their party are fully aware of the School's fire regulations and evacuation procedure. Information is available from the School Office.
17. Use of the facilities and any equipment provided is entirely at the hirer's own risk and hirers must ensure full supervision is provided throughout the letting. Hirers are advised to check facilities and equipment before use and report any defects to a member of the School staff.

18. All electrical equipment brought onto the site by hirers must be PAT tested and within testing expiry date.
19. Clothing suitable for the activity being undertaken must be worn at all times.
20. Users are required to change into appropriate non marking footwear before their activity commences. No studded or bladed footwear is permitted indoors and on artificial pitches.
21. City of York Council or the School will not be held liable for any accident or injury arising due to the actions of customers using the facilities and the hirer shall indemnify the City of York Council or the School against all actions, claims, demands, losses and liability in respect of any breaches of its obligations under this hire agreement.
22. All accidents should be reported immediately to a member of the School staff, if available, and a written report of the incident must be submitted within 24 hours to the School office. In the event of an injury requiring First Aid treatment, the First Aider on duty has the authority to stop the activity while the casualty is dealt with. In these circumstances no refunds or extra time will be given.

INSURANCE

23. City of York Council insurance rules state that individual clubs or groups using the facilities should have their own liability insurance to at least £5m. Third party insurance cover is readily available through most insurance brokers, or may be available through affiliation to a recognised governing body. A copy of the insurance certificate must be given to the School office in advance of using the facilities. Private individuals wishing to hire school premises may be able to purchase insurance cover through the City of York Council. Please contact the School office for further information.

PERSONAL PROPERTY

24. The City of York Council or the School does not accept responsibility or liability for any damage to or loss of any articles of personal property placed or left in any part of the School.

DAMAGE & BREAKAGES

25. Hirers are responsible for reimbursing the School for the cost of repairing any damage to premises and/or equipment caused during or as a result of their letting.

The above general rules should be read in conjunction with the school's regulations and/or conditions of hire relating to specific facilities and/or equipment. If applicable, these are available from the School office.

Carr Infant School
Ostman Road
York
YO26 5QA
Tel: 01904 565140

APPLICATION FOR HIRE OF SCHOOL FACILITIES

Email: carrinfants.school@york.gov.uk

Please complete all details clearly in block capitals, using black or blue ink.

Name of person or organisation:		Please specify the age group for your activity and state whether male / female / mixed:	
Type of activity:			
	Details for invoice	Details of 1 st contact	Details of 2 nd contact
Title			
Surname			
Forename			
Address			
Post Code			
Home Phone			
Mobile Phone			
Email address			

Facility to be Hired – please tick

School Hall		Sports Pitch		Classroom	
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Times & Dates – Please complete both options in case your first choice is not available

	Start Time	Finish Time	Day of the Week	Start Date	End Date
1 st choice					
2 nd choice					

I understand this is a request form and the booking is not confirmed until I have received confirmation from the School. I understand, under City of York Council insurance rules, that all hirers using the facilities are required to have their own liability insurance to at least £5m (see Rule 23 for further information). I accept and understand all the Rules of Hire of the School supplied with this form.

Name	Signature	Date
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