



North Harringay
Primary School



LETTINGS POLICY

Last reviewed	May 2026
Ratified on	Full Governing Body on 15 th July 2026
Review period	Summer term 2027
Head teacher signature	

North Harringay Primary School

LETTINGS POLICY

Introduction

The Governing Body regards the school buildings and grounds as a community asset. Every reasonable effort will be made to enable them to be used as much as possible. However, its overriding aim is to support the school in providing the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind.

Charges

The Governing Body review the charges annually.

A charge will be levied which covers the following:

- Utilities costs (such as heating and lighting)
- Staffing costs (caretaking, cleaning, administration, security)
- "Wear and tear"
- Use of school equipment if applicable
- Public Liability and Accidental Damage Insurance
- Profit element (if appropriate)

When setting charges for lettings, the Governing Body will ensure that:

The school's delegated budget will not be used to subsidize any lettings. A charge will be made to meet the costs incurred by the school for any lettings of the premises.

Concessionary rates will be applied to community groups (non-profit hirers) or any non-commercial organisation engaged in activities which contribute to community cohesion. All other lettings will be charged at a competitive rate.

Health and Safety

All individuals and/or organisations hiring any part of the school must conform to any relevant Health and Safety regulations. A statement pertaining to relevant Health and Safety issues, including emergency procedures should accompany any confirmation of a letting.

Health & Safety protective measures (i.e. Covid-19) must be implemented in line with the latest government guidance and the school's risk assessment.

Safeguarding and the Prevent duty

The North Harringay Primary School is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the Keeping Children Safe in Education (KCSIE) requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during afterschool clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The North Harringay Primary School is committed to supporting the Government's Prevent Strategy and will comply with its duty to prevent people being drawn into terrorism and to counter extremism. The North Harringay Primary School will identify risk and work with local partners to prevent radicalisation and terrorism. We will not hire or let the school to any individual or group that we feel would be in conflict with our duty under the Prevent Strategy. We expect all hirers and their representatives to share this same commitment.

Liability and Accidental Damage Insurance

Individuals or organisations using our school are required to have Public Liability and Accidental Damage Insurance. Where this is not the case, the school will notify the Local Authority and recoup the cost of the insurance premium via the letting charge. The premium for recharge to the hirer is £5.00 per session.

Management and Administration

The Governing Body delegates the management of lettings to the Head Teacher. The Head Teacher will appoint a duty supervisor(s) for every event on the school premises. If they have any concerns about individual requests they will consult with the Governing Body.

The school premises will not be let if there is any reason to believe that any individual or organisation involved in the letting may bring the school's name into disrepute. If any member of staff believes a letting should not be permitted, they must report their concerns to the Head teacher. The Head teacher and Chair of Governors have the power to terminate any hire agreement relating to the hire of the school premises.

This policy should be read in conjunction with:

- The Equalities Act 2010
- Extended Schools Policy
- Guidance on the Duty to Promote Community Cohesion (2007)

See Letting Procedures and Terms & Conditions

LETTINGS AVAILABILITY AND CHARGES

Birthday Party Rate at Falkland Centre (3 hours, including setting up and cleaning up)	£150
Public Liability Insurance*	£5.00

*Own Public Liability Insurance required for long term/regular letting and extracurricular clubs.

MONDAY – FRIDAY (9.00am-6.00pm) Term time		MONDAY – FRIDAY (6.00pm – 9.00pm) WEEKENDS & HOLIDAYS (8.00am-10.00pm)	
Community rate p/hour	Commercial rate p/hour	Community rate p/hour	Commercial rate p/hour
£30	£45	£50	£65

- Price includes site supervisor charge
- Hire of School Equipment is negotiable
- Charges for long term lets and regular bookings are negotiable.
- Interested parties should in the first instance contact the office for a quotation.

LETTINGS - EXTRA-CURRICULAR CLUBS PROVIDERS

CLUB FEE CHARGED BY PROVIDERS PER CHILD PER TERM	LETTING FEE PER CLASS PER TERM <i>from September 2026</i>
£1-£50	£75
£51 -£99	£135
£100 or more	£190

LETTING AGREEMENT

1. Between The Governing Body of North Harringay Primary School ("**Governing Body**") and:

Name: _____ ("**Hirer**") _____

Address: _____

Telephone number: _____ Email address: _____

2. Areas of the School to be Used: _____

3. Specific Nature of Use: _____

4. Maximum Attendance: Number of Adults: _____ Number of Children: _____

5. Details of any School Equipment to be Used: _____

6. Details of any Equipment brought onto premises: _____

7. Date(s) of Hire: _____

8. Period(s) of Hire: _____

9. Fee: Lettings _____ Public Liability Insurance fee _____ Total fee: _____

The Governing Body agrees to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury unless already covered by policies taken out by the school.

Signature: _____ (The Hirer)

Name: _____ (The Hirer) Date: _____

Signature: _____ (On behalf of the Governing Body)

Name: _____ (On behalf of the Governing Body)

Date: _____

For school use only	Invoice no.	Deposit - Receipt	Payment - Receipt	Comments



TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES (One off lettings)

In consideration for payment of the letting fee the Hirer agrees to abide with all the terms and conditions set out below. The Hirer shall be personally responsible for payment of all fees or other sums due in respect of the letting.

- Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. We will not hire or let the school to any individual or group that we feel would be in conflict with our duty under the Prevent Strategy. The hire agreement is personal to the Hirer only.
- **Areas of the School to be used:** The Hirer may only use those areas of the school agreed by the Head teacher and listed on the Letting agreement.
- **Furniture and Fittings** shall not be removed or interfered with in any way. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any repairs and/or replacement so required.
- **School Equipment:** This can only be used if requested on the Request Form, and if its use is approved by the Head Teacher and listed on Appendix 1 of this agreement. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.
- **Electrical Equipment:** Any electrical equipment brought by the Hirer onto the school site MUST comply with the appropriate code of practice for portable electrical appliance equipment. The intention to use any electrical equipment must be notified on the application.
- **Public Safety and Attendance:** The Hirer must keep a register at each session of all persons who attend. This is vital in case of fire or other emergencies. The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given under this agreement. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct. All parents and carers are responsible for their children during the letting and must supervise them at all times.
- **Behaviour:** The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises is vacated. The school is located in a residential neighbourhood and the Hirer is expected to keep noise levels to a minimum.
- **Own Risk:** Persons attending the school pursuant to this agreement do so at their own risk in all respects and it is the responsibility of the Hirer to communicate this and make all such persons aware.
- **Health and Safety:** The Head Teacher and/or the Duty Supervisor reserves the right to terminate the letting arrangement with immediate effect, if there is a concern about the Hirer or Health and Safety concerns. The Hirer must evacuate the building immediately at the request of the Duty Supervisor. The Duty Supervisor's decision on any issue of Health and Safety is final.
- **Right of Access:** The Governing Body reserves the right of access to the premises during any letting. The Head Teacher, Duty Supervisor and/ or members of the Governing Body may monitor activities from time to time.
- **Toilet Facilities:** Access to the school's toilet facilities is included as part of the hire arrangements.
- **First Aid Facilities:** It is the Hirer's responsibility to make their own arrangements and for the provision of a first aid kit. Use of the schools resources is not permitted.
- **Intoxicating Liquor and smoking:** No intoxicants shall be brought on to or consumed on the school premises.

The whole of the school premises is a non-smoking area, and smoking is not permitted.

- **Copyright or Performing Rights:** The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the school against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.
- **Promotional Literature/Newsletters:** A draft copy of any document or information intended to be distributed to persons attending the premises pursuant to this agreement must be provided to the Head Teacher or other designated person a week prior the date of intended distribution and approval given.
- **Sub-letting:** The Hirer shall not sub-let the premises to another person.
- **Damage, Loss or Injury:** The Hirer is responsible for arranging any necessary insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting, and shall indemnify the Governing Body against any liability relating to a Hirer's failure to abide by this clause.
- **Charges:** Hire charges are regularly reviewed. The current charges are set out in the Hire Agreement. A £20 non-refundable deposit must be paid for all short lettings to cover any damages. The full payment must be made for all at least 5 days prior to the letting date
- **Cancellations:** The lettings may be cancelled by either party, provided that in each circumstance at least 28 days of the hire date notice is given. The Governing Body will not be responsible for any loss or other expenses howsoever incurred by the Hirer or by any other person in the event of a cancellation by the Governing Body under any circumstances. Any fees paid will be refunded unless the reason for the cancellation is because of damage having been caused or if the cancellation is within less than 28 days. Any cancellation made less than 28 days of the hire date is subject to 100% cancellation fee.
- **Conclusion of the letting and cleaning:** The Hirer is expected to leave the premises in the same clean and tidy state as when the letting began, using the vacuum cleaner and other equipment provided. If the premises are not left clean and tidy the Hirer shall be responsible for any additional costs the school may have to pay for cleaning of the premises after its use. The Hirer shall, at the end of the hire period, return all equipment to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.
- **Vacation of Premises:** The Hirer shall ensure that the premises are vacated promptly at the end of the letting.
- **Emergency Procedures:** The Duty Supervisor is responsible for ensuring that Hirers are informed about evacuation procedures and emergency exits. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures. In the event of an emergency, occupants must leave the building by the nearest exit and assemble in the **Playground**. The Hirer must have immediate access to participants' emergency contact details, and may use the telephone in the school office in the event of an emergency.

Signed _____ Head teacher Date _____

Signed _____ The Hirer Date _____



TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES (Long Term/Regular lettings/Extracurricular Clubs)

In consideration for payment of the letting fee the Hirer agrees to abide with all terms and conditions set out below. The Hirer shall be personally responsible for payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the Governing Body and the Hirer.

Prevent duty

The North Harringay Primary School is committed to supporting the Government's Prevent Strategy and will comply with its duty to prevent people being drawn into terrorism and to counter extremism. The North Harringay Primary School will identify risk and work with local partners to prevent radicalisation and terrorism. We will not hire or let the school to any individual or group that we feel would be in conflict with our duty under the Prevent Strategy. We expect all hirers and their representatives to share this same commitment.

Lettings involving working with children

If a particular letting involves contact with children, all personnel involved must have provide a valid enhanced DBS check. Any adults working with children (for example, at an after school sports club) must be appropriately qualified. Sports coaches must follow the CSA's guidelines for working in schools.

Evidence of professional qualifications, First Aid qualifications as well as evidence of safeguarding training must be provided.

Insurance

All long term, and regular lettings Hirers including external extracurricular clubs providers must provide evidence of valid public liability insurance.

Priority of Use

The Head teacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

Attendance

The Hirer must keep a register at each session of all who attend. This is vital in case of fire or other emergencies. The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given under this agreement.

Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises is vacated. The school is located in a residential neighbourhood and the Hirer is expected to keep noise levels to a minimum.

Public Safety

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times.

Own Risk

Persons attending the school pursuant to this agreement do so at their own risk in all respects and it is the responsibility of the Hirer to communicate this and make all such persons aware.

Health and Safety

The Head Teacher and/or Duty Supervisor reserves the right to close the building at any time should there be a risk to Health and Safety. The Hirer must evacuate the building immediately at the request of the Duty Supervisor. The Duty Supervisor's decision on any issue of Health and Safety is final.

Damage, Loss or Injury

The Hirer is responsible for arranging any necessary insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting, and shall indemnify the Governing Body against any liability relating to a Hirer's failure to abide by this clause.

Areas of the School to be used

The Hirer may only use those areas of the school agreed by the Head teacher and listed on the Letting Agreement form.

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any repairs and/or replacement required.

School Equipment

This can only be used if requested on the Request Form, and if its use is approved by the Head Teacher and listed on the Letting Agreement. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use. The use of school equipment may incur an additional charge. The Hirer will ensure that the additional charges are paid within 14 days of the date of the invoice.

Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site MUST comply with the appropriate code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or have been inspected. The intention to use any electrical equipment must be notified on the application.

Toilet Facilities

Access to the school's toilet facilities is included as part of the hire arrangements.

First Aid Facilities

It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the schools resources is not permitted.

Food and Drink

No food or drink may be prepared or consumed on the property without prior arrangement, in line with current food hygiene regulations.

Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the school premises.

Smoking

The whole of the school premises is a non-smoking area, and smoking is not permitted.

Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the school against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Sub-letting

The Hirer shall not sub-let the premises to another person.

Charges

Hire charges are regularly reviewed. The current charges are set out in the Hire Agreement. Long term or regular lettings may be subject to an individually negotiated rate.

A non-refundable deposit of 10% is payable on all lettings payable at the point of booking.

Variation of Scales of Charges

The Governing Body has the right to review and amend the charge at any time, with at least 3 calendar months' notice in writing being given to the Hirer.

Payments

Short term lets: full payment must be made for all at least 7 days prior to the letting date.

Long term and regular lets: The School will invoice the Hirer on an annual or termly basis. The invoice will show the lettings charge and the payment deadlines. The Governing Body reserves the right to cancel the letting with immediate effect should the Hirer fail to make payments on a monthly basis in advance.

Cancellations

With the exception of late/missed payments (see above) the lettings agreement may be cancelled by either party, provided that in each circumstance at least 3 calendar months notice is given. The Governing Body will not be responsible for any loss or other expenses howsoever incurred by the Hirer or by any other person in the event of a cancellation by the Governing Body under any circumstances. Any fees paid will be refunded unless the reason for the cancellation is because of damage having been caused or if the cancellation is within less than 28 days. Any cancellation made less than 28 days of the hire date is subject to 100% cancellation fee.

Cleaning

The Hirer is expected to leave the premises in the same clean and tidy state as when the letting began, using the vacuum cleaner and other equipment provided. If the premises are not left clean and tidy the Hirer shall be responsible for any additional costs the school may have to pay for cleaning of the premises after its use.

Right of Access

The Governing Body reserves the right of access to the premises during any letting. The Head Teacher or members of the Governing Body may monitor activities from time to time.

Conclusion of the Letting

The Hirer shall, at the end of the hire period, leave the accommodation in a clean and tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.

Termination

The Head Teacher and/or Governing Body reserves the right to terminate the letting arrangement to take immediate effect, if there is a concern about the Hirer, the use of the building or Health and Safety concerns.

Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting.

Emergency Procedures

The school is responsible for ensuring that Hirers are informed about evacuation procedures and emergency exits. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

In the case of after school activities involving pupils from the school, the Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

In the event of an emergency, occupants must leave the school by the nearest exit and assemble in the **Playground**.

The Hirer must have immediate access to participants' emergency contact details.

Extracurricular Clubs are required to follow specific guidance on Emergency Evacuation, provided by the school.

Promotional Literature/Newsletters/Social Media

A draft copy of any document or information intended to be distributed to persons attending the premises pursuant to this agreement must be provided to the Head Teacher or other designated person a week prior the date of intended distribution and approval given.

Complaints about services provided by other providers who may use school premises or facilities.

Providers should have their own complaints procedure to deal with complaints about the service.

Signed _____ Head teacher Date _____

Signed _____ The Hirer Date _____