



Lettings Policy

June 2026

FIN-01



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Finance Committee	June 2026	June 2027

EQUALITY IMPACT STATEMENT

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

Lettings Policy & Scale of Charges

INTRODUCTION

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and approved by the Governing Body.

The Governors of Chalfont St Giles Village School recognise that, as trustees of the resources available to ensure our children's education, we should both protect and use it for the benefit of our children.

We welcome, therefore, the use of our facilities by the wider community where:

- this does not interfere with the education or activities of the school
- the aims and purposes of other groups are not contrary to the aims, or moral and social teaching of the school
- the activities of other groups may be of interest or mutual benefit to the children of the school

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The Governing body delegates the responsibility for approval of hirers to the Head Teacher but retains the responsibility for setting the policy on lettings.

Insurance

1. **ALL** Hirers are required to have a minimum Public Liability Insurance of £5 million.
2. If a potential Hirer does not have Public Liability Insurance, third party hirer insurance cover can be purchased by the school and charged to the Hirer. The school should contact Buckinghamshire Council's Insurance department (Email address: insurance@buckinghamshire.gov.uk).

Charges

The Governing Body delegates the responsibility for setting the amounts of charges to the Head Teacher and the Governors Finance Committee with the following restrictions:

1. Any charges must cover the costs of letting - including Site Manager's overtime, heating, lighting, etc.
2. Charges should not be less than those previously charged to similar groups for similar facilities at the school and apply to all lettings.
3. Current charges for the hiring of premises are part of the school's Scale of Charges as below.

Licences

Hirers should ensure they obtain all necessary licences prior to the start of the hire period and that these are displayed during the letting e.g. public entertainment, music licences etc.

LETTINGS PROCEDURES

1. In the first instance a potential hirer should write to or speak to the school to request the hire and provide information about their club or event. A Hiring Agreement will be sent to the hirer once this has been discussed with the Headteacher and depending on room availability and Site Manager's availability if unlocking/locking is required.
2. Lettings will not be agreed to persons under the age of 18, or any organisations or groups with an unlawful or extremist background.



3. The applicant should complete and sign the agreement. This should be returned to the school at least 21 days before the letting. For regular lettings, a form will be required to be completed at the start of the academic year along with all other relevant paperwork.
4. The agreement should contain the following information:
 - i) Name, address and contact details of the hirer
 - ii) Time and dates of letting
 - iii) Rooms and facilities required
 - iv) Purpose of the letting
 - v) Lettings charge
 - vi) Signature of Hirer
 - vii) Signature of Head Teacher or other authorised official as acceptance of the booking (Signature by the Deputy Headteacher in case of a long-term absence of the Head Teacher)
5. The school will check that the Hirer has Public Liability Insurance for a minimum of £5 million.

A copy of the insurance certificate will be required by the school to keep on file.
6. The school will ensure that the Hirer has a current Disclosure and Barring Service (DBS) check, if the Hirer will be working with children.
7. A Letter of Assurance will also be required to confirm that all other checks e.g. Right to Work in the UK and relevant training is in place.
8. The hirer will also be expected to adopt the school policy on child protection and safeguarding together with the code of conduct as well as have their own in place.
9. At least one copy of the signed Hiring Agreement will be kept on file in school.
10. The school will send written confirmation of the booking to the Hirer. The school will retain a copy of this confirmation on file with the signed Hiring Agreement as evidence should a Hirer default on payment.
11. The school will invoice the Hirer termly in advance for a series of lettings. One-off lettings should be paid for prior to the start of the hire. Copies of invoices will be kept on file.



12. A timetable of the lettings with details will be given to the Site Manager as required and arrangements for security (locking/unlocking) agreed by the school.
13. The school has the right to terminate a letting agreement due to non-payment, regular breaches of the letting agreement including the state of the areas let or activities or behaviours which contravene the school's values.
14. The Finance Committee has full discretion to alter or waive the hiring charges as and when appropriate.



Scale of Charges 2026-27 (Starting Sep 2026)

HIRE COSTS PER HOUR

These prices apply to the first hour of any letting. Minimum hire period will be 1 hour. Block bookings of several areas of the school premises may be charged at a reduced rate. Regular bookings with more than one hour of hire (e.g. weekly for at least a full term's hire) will be charged at 90% of the hourly rate. The first hour will be charged at the full hourly rate and any subsequent hours will be charged at 90% of the hourly rate.

Room	Before 6pm (i.e. 3.30-6pm)	After 6pm, Saturdays, School Holidays	Sundays
Hall	£18.50 per hour	£28.80 per hour	£39.00 per hour
ICT Suite	£28.80 per hour	£39.00 per hour	£49.35 per hour
Classroom	£13.40 per hour	N/A	N/A
Other Rooms - Meeting Room, Library, ATA)	£13.40 per hour	N/A	N/A
Field/Playground (no access to school facilities after 6pm or weekends)	£18.50 per hour	£15.50 per hour	£15.50 per hour

NOTE

- The use of accommodation by the school will take priority; hirer may be relocated on rare occasions. Prior notice will be provided when possible.