

Lettings policy

EP Collier Primary School



Nurture Discover Achieve

Approved by:	[Name]	Date:	[Date]
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1. Aims

It has been agreed by the Governing Body of the school that the premises may be let outside the caretaker's normal working day.

The Lettings Policy must be read in conjunction with the Conditions of Hire agreement.

The letting of the school will fall under two main categories

1. commercial lettings
2. local authority lettings

2. Commercial lettings

It has been agreed that any charge for commercial lettings should cover all costs. As a school we will require a non-returnable deposit and all charges to be paid in full before the date of hire.

3. Local Authority Lettings

Lettings under this heading are charged at the actual cost incurred for caretaker supervision.

4. Other Local Authority use

The local council or education authority may request the use of school premises and they must meet all costs incurred by the school.

5. Costs

Energy, wear and tear and administration costs will also be factored in to the letting charge for all lets.

6. Insurance

The hiring charges include the cost to the school of providing third party insurance cover. In the event that the purpose of hire is not covered by the insurance policy the hirer will be required to provide evidence of insurance cover against all claims, damages, losses and costs.

LETTINGS RATES 2025/26

Commercial Rates

£10 Initial arrangement fee (one off charge)

£40 per hour school hall, studio or classroom

£35 per hour additional room

£40 per hour playground/car park

Local Authority Lets

Caretaker time charge as if on-site, including on-costs based on RG4 SCP 15.

Saturday @ 1.5 time

Sunday or Bank Holiday @ 2 time

Equipment Costs

Hot water urn £5 one off charge per hire

School hall sound and projector will be charged at £5 per hour

Other Costs

The cost for items listed below will be covered by all lettings.

Additional Cleaning (additional costs if applicable will be invoiced)

Heating & Lighting (included in hourly rate)

Estimated Wear & Tear incurred by the user (included in hourly rate)

Administration costs (included in hourly rate)

Damages and costs of repair (additional costs if applicable, invoiced separately)