



Letting Policy

Reviewed April 2026

Vision Statement

“We shine like stars to achieve and make a difference in the world, knowing that with God, all things are possible.”

The standard letting shall be:

The Hall, Atrium, Admin block (with toilets) and Learning Lodge.

- Lettings other than the standard letting shall be at the discretion of the Headteacher and Chair/Vice Chair of Governors.
- Lettings are conditional on the observance of No Smoking in the building.
- Lessees should satisfy the Governors that appropriate insurance cover has been taken out to cover their usage of the premises.

The following categories of usage will be used to determine the charges applied:

- Approved organisations using the school for the benefit of the pupils.
- Church organisations and charity events.
- Commercial lettings.
- Extended Schools Services.

Categories for the above:

- Free of charge
- Church Organisations and charity events – a fee of £30.00 per session will be charged to cover heating and lighting plus Caretaker expenses.
- Commercial Lettings – The minimum letting shall be two hours which will be charged at £40.00 plus caretaker fees. An additional charge of £10.00 per hour will be made for each extra hour up to Midnight. No lettings after Midnight.
- Crackerjax, before and after school club, shall have an individual letting agreement and price to be charged agreed with Governors annually.
- Premier Sports will be charged a daily fee agreed annually with Governors for use of the facilities during the school holidays.

Applicants must comply with the following conditions:

1. The letting fees shall be those laid down by the Board of Governors.
The school buildings and grounds can be seen as a community asset with the possibility of them being used for purposes other than by the school itself. However, any lettings should be within the authority of the school, should not cause undue difficulty in the delivery of education, and should meet the general guidance laid out below.
2. The hirer shall be responsible for all damage, loss, injury of every description and death which may occur to any person or persons, arising directly or indirectly from the time in which the premises are hired, whether such damage or injury shall arise accidentally or otherwise, except liability for death or personal injury resulting from the negligence of the School or the Local Authority.

3. The hirer is responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway or school gates.
4. a) The hirer must provide details of insurance entered into, stating clearly the policy number and name of insurer.
b) The hirer should ensure that all safeguarding procedures are adhered to.
5. The hirer should ensure that premises are left in a reasonable condition. Should any additional works (i.e. cleaning time etc...) be required to restore the premises to their original state before hiring then the hirer will be deemed responsible for further charges over and above the normal lettings charge. This will be charged at the current Caretakers rate of pay.
6. Smoking is not permitted on the premises.
7. The hirer shall not use the premises for any other purpose than that which the letting was agreed nor sub-let or part with possession of the premises.
8. The hirer shall not display slogans, flags or advertising on school premises without permission from the school.
9. The hirer shall be responsible for complying with the provision of the Law, particularly in relation to the admission of persons to the premises during the letting and for obtaining all necessary licenses and consents.
10. All functions must be open for inspection by members of Aspull Church Primary School, an Officer of the Local Authority and the Police and are to be used only for the purposes for which the letting is given.
11. The lettings shall only be granted in writing and, following the submission of a written application giving all the necessary information.
12. The hire charge is to be paid in advance of use the school's facilities. Cheques should be paid to Aspull Church Primary School.
13. Any letting shall be a licence determinable at will and are subject to termination at the discretion of the School and Local Authority.
14. The hirer must ensure that any lighting or electrical appliances connected to the mains supply of the premises shall be properly insulated and that electrical plugs or sockets are not overloaded. All electrical equipment brought in by a hirer should have the appropriate PAT (portable electrical testing) evidenced prior to use.
15. The hirer must ensure that scenery and costumes used for stage performances are fireproofed.

16. The hirer must inspect the facilities to ensure they are suitable and safe for their use. Where a defect or cause of concern is identified, this must be brought to the attention of the school management.
17. The school management will address any points of concern within their immediate resources. Where these concerns cannot be addressed the school reserves the right, on grounds of safety, to restrict the use, or withdraw the letting until repairs are carried out etc.
18. The school will be opened and locked by the Caretaker unless it has been agreed the hirer can act as a Keyholder.
19. If the hirer is acting as keyholder they must sign the key log for insurance purposes and follow the Keyholder Policy.
20. No exits must be blocked or obstructed, fire appliances removed or tampered with. It is the responsibility of the Hirer to ensure they are familiar with the locations of the emergency exits and the location of fire-fighting equipment and fire call points in the area of letting. The Governing Body will ensure this information is available to the Hirer.
21. Charges will be agreed on application and reviewed annually and based on the following:
 - **Self-managed** – there will be no charge for these activities, which will be regarded as ‘internal’ usage. Any modest costs for services such as heat or light will be met by the school.
 - **Community** – the school is not empowered to subsidise such activities from its own resources and a charge will be levied that meets the additional costs incurred by the school. This will include services (heat and light), staffing (additional caretaking and cleaning) and a modest contribution to wear and tear. There will not normally be an additional charge where school equipment is used. Where there are multiple lettings at the same time, the costs incurred will normally be shared between them.
 - **Commercial** – the charge for such lettings will be based on the community charge, together with a profit element. There will be an additional charge where school equipment is used. Where there are multiple lettings at the same time, the costs incurred will not normally be shared between them.
22. The Governing Body reserves the right to cancel a hiring should school be required for use such as for Open or Parents Evening. The hirer may, in these circumstances, be entitled to a refund of fees.

Aspull Church Primary School



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LETTINGS FORM

Please complete and return this booking form as soon as possible for the attention of Mr H Smout, Headteacher to the above address, in order for your booking to be confirmed.

Name of Organisation to which affiliated:			
Address of Organisation:			
Name of Contact Person:			
Contact Telephone Number of Person:			
Accommodation (i.e Hall) and facilities (i.e. Toilets/Kitchen) required:			
Proposed use of premises:			
Day of Let:			
Period of Hire :	From:	To:	
Time of Letting:	From:	To:	
Total number of persons using the premises at any one time:		Number of employed persons of the organisation using the premises:	
Insurance Details:	A copy of your public liability insurance certificate must be provided to school alongside this booking form. This is for Health and Safety and Legal Reasons. Failure to do so will result in the booking not taking place.		

Please note payment for the letting must be paid prior to the event taking place and in the event of you/your organisation cancelling or failing to take up this period of hire, you will be liable to pay the charge agreed and no refund will be given.

I agree to abide by the conditions laid down in the Lettings Policy by Aspull Church Primary School. A copy is enclosed for your records.

Signed:..... Designation:

Print Name:..... Dated: