

LETTINGS POLICY

Alexander Hosea Primary School & Wickwar Community Centre

Policy Owner	Alexander Hosea Primary School
Approved by	Governing Body
Date Approved	1 October 2026
Review Date	September 2027
Version	1

1. Introduction

Alexander Hosea Primary School and Wickwar Community Centre recognise the importance of making their facilities available to the local community and other organisations where this can be achieved safely and without adversely affecting the education of pupils or the operation of the school and community centre.

The purpose of this policy is to provide a clear framework for the letting and use of the premises, ensuring that all bookings are managed consistently, safely and fairly.

This policy sets out:

- The facilities available for hire.
- The times when facilities may be hired.
- The booking and approval process.
- Charges, invoicing and payment arrangements.
- Access and key-code arrangements.
- Responsibilities of hirers.
- Safeguarding requirements.
- Health and safety requirements.
- Fire safety and emergency procedures.
- Cleaning and security responsibilities.
- Cancellation arrangements.
- Conditions of hire.

The school/community centre reserves the right to refuse or cancel a letting where it considers that the proposed use is unsuitable, unsafe or incompatible with the school's values, safeguarding responsibilities or normal operation.

2. Premises Available for Hire

2.1 Alexander Hosea Primary School

The following facilities are available for hire.

Monday to Friday – After-School Clubs

Facilities are available for school-related after-school clubs from 3:30pm to 6:00pm, Monday to Friday.

Facility	Availability	Price
Main Hall	Monday–Friday, 3:30pm–6:00pm	£25 per hour
Field	Monday–Friday, 3:30pm–6:00pm	£20 per hour
The Hive	Monday–Friday, 3:30pm–6:00pm	£15 per hour

These facilities are primarily intended for activities and clubs ONLY for children attending Alexander Hosea Primary School. All clubs and activities must be appropriately supervised and must comply with the school's safeguarding requirements.

Weekend Hire

Facility	Availability	Price
Field including small room & toilet use	Weekends	£20 per hour

The use of the school premises at weekends must be agreed in advance and will be subject to availability.

3. Wickwar Community Centre

Wickwar Community Centre is available for hire outside of the school's normal weekday after-school lettings.

Monday to Sunday

The Olive Pollard Room is available to hire from 7am – 11.30am and 1.30pm – 6pm Monday – Friday.

The whole centre is available for hire from 6:00pm onwards, Monday to Friday. All day Saturday & Sunday. Hirers may choose to hire the Whole Community Centre or the Olive Pollard Room only.

Casual bookings:

Facility	Availability	Price
Whole Community Centre	Monday – Friday after 6pm – all weekend	£30 per hour
Olive Pollard Room	Monday – Friday after 6pm – all weekend	£15 per hour *WOOSC £6 per hour
Hall only	Monday – Friday after 6pm – all weekend	£25 per hour

Block/regular bookings:

Facility	Availability	Price
Whole Community Centre	Monday – Friday after 6pm – all weekend	£20 per hour
Olive Pollard Room	Monday – Friday after 6pm – all weekend	£10 per hour *WOOSC £6 per hour

Hall only	Monday – Friday after 6pm – all weekend	£15 per hour
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4. Purpose of Lettings

The premises may be hired for appropriate community, educational, recreational, sporting, cultural and other activities.

- After-school clubs.
- Children's activities.
- Sports and physical activities.
- Dance classes (due to the new floor tap dancing will not be permitted).
- Community groups.
- Meetings.
- Training sessions.
- Classes and workshops.
- Community events.
- Private functions where appropriate. (Parties for anyone under the age of 21 must be supervised by adults)

The premises must not be used for any unlawful, dangerous or inappropriate activity. The school/community centre reserves the right to refuse a booking where the proposed activity is considered unsuitable for the premises or presents an unacceptable risk. You must obtain a license for the sale of alcohol; this must be provided upon booking.

5. Booking Arrangements

All lettings must be booked in advance and approved by the authorised person responsible for managing the premises. A booking is not confirmed until the hirer has received confirmation from the school/community centre.

The booking request should include:

- Name of the individual or organisation making the booking.
- Contact details.
- Date required.
- Start and finish time.
- Facility required.
- Nature and purpose of the activity.
- Expected number of attendees.
- Details of any children or vulnerable adults attending, where applicable.
- Any equipment required.
- Any additional requirements.

The school/community centre may request further information before confirming a booking. The booking form is attached to this policy and must be emailed to AlexanderHoseaPrimary@sgmail.org.uk, a deposit will be required via cheque named to the school for £75 to secure your booking, this will be returned after the booking.

6. Priority of Use

- The educational needs of Alexander Hosea Primary School.
- School-organised activities and clubs.
- Existing community centre commitments.
- Local community groups and organisations.
- Other appropriate external lettings.

The school/community centre reserves the right to amend or cancel a booking if the premises are required for an essential school or community purpose. Where reasonably possible, the hirer will be given as much notice as possible of any change.

7. Charges, Invoicing and Access

All lettings will be charged at the current agreed rate for the facility and duration of the booking.

An invoice will be issued to the hirer following confirmation of the booking. Payment must be made in accordance with the payment terms stated on the invoice.

Access to the premises will only be provided once payment has been received in full. Following receipt of payment, the hirer will be provided with the appropriate key code/access code for the premises.

The key code must:

- Be kept confidential and must not be shared with anyone who is not part of the agreed booking.
- Only be used for the date and times agreed as part of the booking.
- Not be passed to another organisation or individual.
- Not be used for any purpose other than the agreed letting.

The hirer is responsible for ensuring that the premises are securely closed and locked at the end of their booking.

Where a booking extends over multiple dates, the school/community centre may provide access arrangements appropriate to the agreed letting period.

The school/community centre reserves the right to withhold access where an invoice remains unpaid.

Any additional costs arising from damage to the premises, fixtures, fittings or equipment, additional cleaning, loss or misuse of access arrangements may be invoiced separately to the hirer.

Failure to pay an invoice may result in future bookings being refused.

7.1 Cancellation and Refunds

If a hirer wishes to cancel a booking, they should notify the school/community centre as soon as possible.

Any refund or cancellation charge will be considered in accordance with the cancellation terms communicated at the time of booking.

Where the school/community centre cancels a booking before access has been provided, any payment already received will normally be refunded unless alternative arrangements have been agreed.

7.2 Access Codes and Security

Access codes are provided solely for the use of the named hirer and the agreed booking.

- Share the code publicly.
- Leave the code where it can be accessed by unauthorised persons.
- Allow unauthorised individuals to access the premises.
- Attempt to change or interfere with access systems.

Any suspected unauthorised access, lost or compromised access information must be reported immediately to the School Business Manager or the designated contact.

The school/community centre reserves the right to change access codes where necessary for security purposes.

8. Safeguarding

Safeguarding is a priority when the school premises are being used. Any organisation hiring Alexander Hosea Primary School premises for activities involving children must ensure that it has appropriate safeguarding arrangements in place.

The hirer must:

- Appropriate safeguarding policies.
- Safer recruitment procedures.
- Enhanced DBS checks where legally required.
- Safeguarding training.
- First aid arrangements.
- Appropriate adult-to-child ratios.
- Appropriate insurance.
- Risk assessments.

9. Health and Safety

The hirer is responsible for ensuring that their activity is conducted safely.

The hirer must:

- Complete appropriate risk assessments for their activity.
- Follow all reasonable instructions provided by the school/community centre.
- Ensure that participants use the premises safely.
- Ensure that exits and emergency routes remain clear.
- Not exceed the maximum capacity of any room or facility.
- Report accidents, incidents, hazards or damage immediately.
- Ensure that appropriate first aid arrangements are available for their activity.
- Ensure that any equipment brought onto the premises is safe and suitable for use.

10. Fire Safety and Emergency Procedures

Hirers must familiarise themselves with the emergency procedures for the premises before their activity begins. The hirer is responsible for ensuring that all attendees know what to do in the event of an emergency.

- Raise the alarm where appropriate.
- Evacuate the building immediately.
- Use the designated emergency exits.
- Assemble at the designated assembly point.
- Take a register or attendance list where appropriate.
- Contact the emergency services if required.
- Follow instructions from the emergency services or authorised school/community centre representative.

Fire exits, fire doors and emergency access routes must never be obstructed. The use of candles, naked flames, fireworks or other sources of ignition is prohibited unless specifically authorised in writing.

11. Supervision

The hirer is responsible for the supervision of everyone attending their activity.

- Appropriate adults are present.
- Required staffing ratios are maintained.
- Children are supervised appropriately at all times.
- Children are not left unsupervised.
- Appropriate safeguarding procedures are followed.
- Children are signed in and out where required.

The school does not accept responsibility for the supervision of children attending externally organised clubs or activities unless this has been specifically agreed in writing.

12. Use of Equipment

Use of school/community centre equipment must be agreed in advance. Hirers must not use equipment unless permission has been given.

Any equipment brought onto the premises by the hirer must be safe, suitable for its intended purpose, properly maintained and used in accordance with the manufacturer's instructions. The hirer is responsible for any equipment they bring onto the premises.

13. Care of the Premises

The premises must be left in a clean, tidy and secure condition.

- Return furniture to its original position.
- Remove rubbish.
- Leave floors and surfaces clean and tidy.
- Ensure toilets are left in an appropriate condition.
- Turn off equipment where instructed.

- Close windows and doors where required.
- Ensure that the premises are secure when leaving.
- Report any damage immediately.

The school/community centre reserves the right to charge for additional cleaning or repairs resulting from a letting.

14. Toilets

Where toilets are included as part of a letting, the hirer is responsible for ensuring that they are used appropriately and left clean and tidy.

At Alexander Hosea Primary School, the toilets available for weekend Field hire are to be used only by participants and visitors attending the agreed activity. Hirers must report any plumbing issues, damage or other concerns immediately.

15. Use of the Field

Where the Field at Alexander Hosea Primary School is hired, the hirer must ensure that it is used responsibly and safely.

- Check the condition of the Field before use.
- Ensure participants use appropriate footwear and clothing.
- Stop activities where weather conditions make the Field unsafe.
- Avoid activities that could cause unnecessary damage to the grass.
- Follow any restrictions placed on Field use by the school.

The school reserves the right to cancel or restrict Field use where weather or ground conditions make use unsuitable.

16. Parking and Access

Hirers must follow any parking and access arrangements provided by the school/community centre.

Hirers must not:

- Block emergency access.
- Obstruct entrances or exits.
- Park on areas not designated for parking.
- Prevent access for emergency services.

The school/community centre accepts no responsibility for loss or damage to vehicles or personal belongings brought onto the premises.

17. Insurance

Organisations hiring the premises may be required to provide evidence of appropriate public liability insurance. The level of insurance required will depend on the nature of the activity.

The school/community centre may request a copy of the insurance certificate before confirming the booking. Hirers remain responsible for ensuring that their activities are appropriately insured.

18. Alcohol, Smoking and Drugs

Smoking and vaping are prohibited within school buildings and on school premises.

The possession, use or supply of illegal drugs is strictly prohibited.

Alcohol may only be brought onto or consumed on the premises where this has been specifically authorised in advance and is legally permitted. Any agreed consumption of alcohol must comply with all relevant licensing requirements and the conditions imposed by the school/community centre.

19. Behaviour

All hirers and attendees are expected to behave respectfully towards staff, other users, children, members of the community and the premises. Aggressive, abusive, threatening or discriminatory behaviour will not be tolerated.

The school/community centre reserves the right to terminate a booking where behaviour is considered unacceptable or presents a risk to others.

20. Cancellation by the Hirer

Where a hirer needs to cancel a booking, they should provide as much notice as possible. The school's/community centre's cancellation and refund arrangements will be communicated at the time of booking. Repeated late cancellations or failure to attend without notice may affect future bookings.

21. Cancellation by the School or Community Centre

The school/community centre reserves the right to cancel or amend a booking where:

- The premises are required for an essential school/community purpose.
- There is an emergency.
- The premises are unsafe.
- Severe weather makes use of the premises unsuitable.
- The hirer has breached the conditions of hire.
- Information provided by the hirer is found to be inaccurate.
- Safeguarding concerns arise.
- The activity is deemed unsuitable for the premises.

Where possible, reasonable notice will be given.

22. Data Protection

Personal information provided as part of a booking will be handled in accordance with applicable data protection legislation and the school's/community centre's privacy arrangements. Information will only be used for legitimate purposes connected with managing the letting and associated administration.

23. Complaints

Any concerns relating to a letting should initially be raised with the School Business Manager or the person responsible for managing the Community Centre. Complaints will be considered fairly and in accordance with the relevant complaints procedure.

24. Breach of Conditions

Failure to comply with this policy or the conditions of hire may result in:

- A warning being issued.
- Additional charges for damage or cleaning.
- Cancellation of the current booking.
- Refusal of future bookings.
- Termination of an ongoing letting agreement.
- Referral to the appropriate authorities where necessary.

Serious breaches, particularly those involving safeguarding, health and safety, criminal activity or damage to property, may result in immediate termination of the booking.

25. Responsibilities of the Hirer

By accepting a booking, the hirer agrees to:

- Use the premises only for the agreed purpose.
- Comply with this policy and all conditions of hire.
- Take responsibility for their group and attendees.
- Maintain appropriate safeguarding arrangements.
- Maintain appropriate health and safety arrangements.
- Leave the premises clean and tidy.
- Report accidents, damage or concerns.
- Pay all agreed charges.
- Follow emergency procedures.
- Respect the school's/community centre's staff, premises and equipment.

26. Responsibilities of Alexander Hosea Primary School / Wickwar Community Centre

The school/community centre will:

- Provide the agreed facility, subject to availability.
- Communicate relevant access arrangements.
- Provide information regarding emergency procedures.
- Maintain the premises in a reasonably safe condition.
- Manage bookings and payments.
- Communicate any restrictions or changes affecting a booking.
- Address reported concerns relating to the premises.

27. Review of Policy

This policy will be reviewed regularly to ensure that it remains appropriate and reflects changes to legislation, safeguarding requirements, insurance arrangements, premises arrangements and operational needs.

Appendix 1 – Lettings Price Schedule

Alexander Hosea Primary Monday to Friday – After-School Clubs

Facilities are available for school-related after-school clubs from 3:30pm to 6:00pm, Monday to Friday.

Facility	Availability	Price
Main Hall	Monday–Friday, 3:30pm–6:00pm	£25 per hour
Field	Monday–Friday, 3:30pm–6:00pm	£20 per hour
The Hive	Monday–Friday, 3:30pm–6:00pm	£15 per hour

Alexander Hosea Primary Weekend Hire

Facility	Availability	Price
Field	Weekends	£20 per hour
Toilets & small room	Weekends, when hired in conjunction with the Field	£10 per hour

Wickwar Community Centre Monday to Sunday

Casual bookings:

Facility	Availability	Price
Whole Community Centre	Monday – Friday after 6pm – all weekend	£30 per hour
Olive Pollard Room	Monday – Friday after 6pm – all weekend	£15 per hour *WOOSC £6 per hour
Hall only	Monday – Friday after 6pm – all weekend	£25 per hour

Block bookings:

Facility	Availability	Price
Whole Community Centre	Monday – Friday after 6pm – all weekend	£20 per hour
Olive Pollard Room	Monday – Friday after 6pm – all weekend	£10 per hour *WOOSC £6 per hour
Hall only	Monday – Friday after 6pm – all weekend	£15 per hour

Appendix 2 – Booking Checklist

- ☐ Booking date and time confirmed
- ☐ Facility confirmed
- ☐ Purpose of activity confirmed
- ☐ Expected number of attendees confirmed
- ☐ Safeguarding arrangements considered
- ☐ DBS requirements considered where applicable
- ☐ Risk assessment requested where appropriate
- ☐ Public liability insurance checked where required
- ☐ First aid arrangements considered
- ☐ Emergency procedures provided
- ☐ Access arrangements confirmed
- ☐ Cleaning arrangements confirmed
- ☐ Invoice issued
- ☐ Payment received
- ☐ Key/access code provided
- ☐ Conditions of hire accepted

Policy approved by: _____

Position: _____

Date: _____

Review date: _____

Appendix 3 – Booking Form

Name of applicant: _____

Name of organisation: _____

Address: _____

Postcode: _____

Company number / Charity number: _____

Contact number: _____

Email address: _____

Name of event: _____

Facilities required

Alexander Hosea Primary Monday to Friday – After-School Clubs

Facilities are available for school-related after-school clubs from 3:30pm to 6:00pm, Monday to Friday.

Facility	Availability	Price	Tick if required
Main Hall	Monday–Friday, 3:30pm–6:00pm	£25 per hour	
Field	Monday–Friday, 3:30pm–6:00pm	£20 per hour	
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Facility	Availability	Price	Tick if required
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Block bookings:

Facility	Availability	Price	Tick if required
Whole Community Centre	Monday–Friday	£20 per hour	

Olive Pollard Room	Monday–Friday	£10 per hour *WOOSC £6 per hour	
Hall only	Monday-Friday	£15 per hour	

Date/s required: _____

Time required: _____

Duration required: _____

Furniture required (Community Centre use only)

Furniture	Price per Hire	Tick if required
Tables	£10	
Chairs	£10	
Staging	£15	

The hirer confirms that:

☐ I have received and understood the policy and prices

☐ I enclose a cheque for £75 deposit that will be returned to me after my booking

☐ I will pay the invoice before my booking to ensure I receive the correct entry codes

☐ Any damages reported by the hirer or subsequently by school staff will be referred immediately to the school and such cost as determined by the school for repair or replacement of damaged property will be requested to be paid within 7 days

Name: _____

Date: _____

Signed: _____

**Friends of Alexander Hosea Primary School are entitled to 4 x Free Hirers per Year (3 x discos 1 x Christmas Fair)*