



FARINGTON MOSS ST. PAUL'S C.E. PRIMARY SCHOOL

POLICY FOR LETTING SCHOOL PREMISES

October 2025

General

A school gains from opening its premises to wider use outside normal school needs, particularly to the Church to which it is connected, but also to the wider community. St Paul's CE school has developed this policy in support of these aims. The Governing Body encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.

Approval of Lettings

The Lettings Officer (as designated from time to time by the Governing body) will be the main point of contact for all matters relating to the hiring of school premises. Such a person is deemed to be in charge and able to investigate any difficulties which may arise. He/she will always seek to accommodate groups wishing to make use of the premises, subject to the requirements set out below. The hirer must be willing to meet with school officials and provide details of their aims and objectives. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body

All groups wishing to hire school premises must complete the application form which makes clear the identity of the hirer and the purposes for which the hire is to be made. It also binds the hirer to the Hiring Conditions set out in the same document.

Any hirer that uses the school must be adequately insured (with minimum of £5m public liability insurance) and insurance documents must be attached to the application. All hirers must comply with health and safety legislation. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate. Arrangements for the payment of each letting will be made in advance with the hirer concerned.

The school itself will always have priority in the use of the premises at any time. Beyond this, priority will generally be given to St Paul's/St James Church groups, including church sponsored/affiliated youth groups, and then to other groups in the wider community.

The Governors reserve the right to refuse any hire application if there is reasonable evidence that the activity for which the hiring is required:-

- Is contrary to the Christian ethos of the school, particularly with regard to the teachings of the Church of England
- May give rise to concern for health and safety and/or child protection issues
- Is in any other way prejudicial to the interests and to the good name of the school.

The Lettings Officer may, on behalf of the Governors refuse an application on any or all of the grounds

listed above. If necessary, he/she may seek advice on the suitability of an application from any appropriate source and if still in doubt, may refer the decision to the Governing body.

Smoking is not allowed on the premises in line with school policy, enclosed with this document.

Alcoholic Drinks:-

- a. An occasional licence must be obtained where appropriate. The Licensee is responsible to conduct of bar sale, etc.
- b. No alcohol is to be stored or retained on the premises when pupils are in school.

Lettings Charges

When premises are used out of hours, the school incurs additional costs for fuel, cleaning and general wear and tear and these costs have to be met from a limited school budget.

Lettings charges will therefore be made and will generally be calculated on the following basis :-

1. For Church activities, including recognized youth activities, (St. Paul's and St. James), rates will if possible be set to recover approximated average costs.
2. For all other groups having no connection with St. Paul's or St. James', rates will if possible be set to recover average costs but in addition to reflect the going rates for similar lettings in the local area.

Hourly rates will be reviewed by the finance committee in their Summer Term Meeting and these can then be applied from the 1st September each year for a twelve month period.

All monies from lettings will be collected by the Lettings Officer and handed to the Treasurer with a record of the lettings to which they relate.

Date of annual review: October 2026

**USE OF SCHOOL PREMISES
APPLICATION FORM NO:**

- 1 **Name of Organisation:** _____
- Name of Applicant:** _____
- Address:** _____
- _____
- _____ **Telephone:** _____

- 2 **Name and address of person to be billed if not same as 1:** _____
- _____

- 3 **Details of premises required:**

(a) **Name of School:** _____

(b) **Date(s) required:** _____

(c) Accommodation Required.

TYPE OF ACCOMMODATION		TICK IF REQUIRED	FROM	
Classroom	Number Required: _____			
Assembly Hall				
Arts Theatre				
Sports Hall				
Gymnasium				
*Swimming/Learner Pool				
*Squash/Tennis Court				
*Netball/Playing/Cricket Pitch				
Running Track				

Changing room only			
Changing room and shower			

Please state here any additional requirements			

- 4 | ***PLEASE DELETE AS APPROPRIATE** are required: _____

(a) If the letting is of a commercial nature, please supply details: _____

(b) Will the general public be admitted? | ☐ NO (delete as

YES*

(c) Details of admission charges:

(d) Is copyright music to be performed?

YES* NO

(delete as

(e) Will the use of a piano be required?

YES* NO

(delete as

(f) Approximate number of people attending:

(g) Is alcohol to be served

YES* NO

(delete as

(h) Do you intend to use/bring into the premises any additional electrical equipment:
(see note 6 below)

YES* NO

(delete as

*If you answer yes to any of these, please provide further details on a separate sheet

5 VAT Regulations Relating to the use of Sports Facilities

Room hire alone is exempt. For example the local Brownies hiring the school hall or sports hall for a table top sale would be exempted from VAT.

If the local football club hired the school hall (NOT a sports hall) to play football, the letting would be exempt as the hall is not a sports facility.

If the local football club hired the school sports hall to play football as a one off letting, it would be standard rated.

Premises are sports facilities if they are designed or adapted for playing any sport or taking part in any physical recreation, such as swimming pools, football pitches, dance studios and skating rinks. Each court or pitch (or lane in the case of bowling alley, curling rink or swimming pool) is a separate sports facility.

However, if the same football club hired the school sports hall for a series of lets, they will be exempted from paying VAT if they meet all the following criteria:-

The bookings are for at least 10 sessions

The interval between the sessions is not less than 1 day and no more than 14 days apart

The bookings are all for the same activity

The whole series is to be paid for (there must be written evidence of this)

The grantee has exclusive use of the facilities

The grantee is a school, club, an association or an organisation representing affiliated clubs or constituent associations.

I/WE HAVE READ THE CONDITIONS OUTLINED ABOVE AND APPLY TO BE
EXEMPT FROM PAYING VAT AS WE FULFIL ALL THE ABOVE CRITERIA

SIGNED

ON BEHALF OF

DATE

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the County Council, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Lancashire County Property Group and the Licensing Section of Lancashire County Council. Further I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the County Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

I/We hereby undertake to provide at my/our own expense during the period hire of any swimming pool suitable and sufficient lifeguard personnel as based on the guidance of the Health and Safety Executive and as detailed in the "Instructions for the Use of Swimming Pools".

Under no circumstances does this letting give the user exclusive possession.

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signature _____
 Designation _____
 Date _____

SCHOOL USE ONLY

1 This application for the use of school premises is acceptable to us:

YES	NO
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(delete as appropriate)

2 The Governors have determined that this will be:-

(a) A free letting

YES	NO
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(delete as appropriate)

(b) A chargeable letting at a cost of £..... per hour/session Plus VAT where applicable

3 Lettings income will be collected * by the school / by the Authority on our behalf. * (delete as appropriate)

Signed (Headteacher)