





Darell Primary and Nursery School

Lettings Policy

Governors' Committee Responsible	Full Governing Body
Status	Statutory
Review Cycle	3 yearly
Date written/last review	December 2025
Date of next review	December 2028
Approved By: Joe Porter Headteacher	
Approved By: Laura Morgan - Chair of Governors	

Darell, our values drive everything that we do. As a school, we value:

Equality



Responsibility



Enjoyment



Aspiration



- Equality – We celebrate our differences and treat everyone equally and fairly.
- Responsibility - we take responsibility for our behaviour. We are kind and caring to ourselves and others.
- Enjoyment - we are passionate about learning and look for enjoyment in everything we do.
- Aspiration - we place no ceiling on what we can achieve. We challenge each other to be the best that we can be.

1. Introduction and Purpose

This policy sets out the framework for the use of the school premises, grounds, and facilities by external organisations and individuals (referred to as "Hirers") outside of the school's normal operating hours.

The primary purpose of the school premises is to serve the educational needs of its students. Any lettings must not interfere with, or detract from, this primary function. This policy aims to:

1. Provide a clear, consistent, and equitable system for all external users.
2. Ensure the safety and security of the school site, students, staff, and visitors.
3. Generate income to support the school's facilities and resources.
4. Promote community use of the school's facilities where appropriate.

2. Guiding Principles

2.1 Priority of Use

The following hierarchy of use will be applied when considering applications for lettings:

1. **Core School Activities:** Including educational, curriculum, and extracurricular activities for registered students.
2. **School-Related Organisations:** (e.g., PTA,).
3. **Community Groups and Non-Profit Organisations:** Especially those serving the local community or offering educational, cultural, or recreational opportunities for children and young people.
4. **Commercial Organisations and Private Individuals:** For events, training, or activities.

2.2 Unacceptable Use

The Governing Body reserves the right to refuse any application for a letting, or to terminate an existing agreement, if the proposed use:

- Is contrary to the school's values, mission, or reputation.
- Is for political meetings (unless part of an agreed electoral process).
- Involves the sale or promotion of illegal substances or activities.
- Involves gambling or adult entertainment.
- Poses an unacceptable risk to the security or fabric of the building or grounds.

3. Lettings Procedure and Agreement

3.1 Application and Booking

1. All prospective Hirers must submit a formal Lettings Application Form via the lettings section on the school website.
2. Applications should be submitted a minimum of **four weeks** in advance of the proposed date of hire.
3. Provisional bookings are not guaranteed until confirmed in writing by the school and full payment (including any required deposit) has been received.

3.2 Lettings Agreement

Upon confirmation, the Hirer must sign a formal Lettings Agreement which incorporates this policy, confirming they have read and agree to all terms and conditions, including:

- The agreed times of hire (including setup and breakdown).
- The specific areas of the school premises being hired.
- The total fee, including caretaker/security charges.
- A designated Hirer Representative who will be present on-site at all times during the letting.

4. Fees and Charges

4.1 Fee Structure and Current Hourly Rates

Lettings fees are structured to cover the costs incurred by the school, including utilities, staffing, administration, and wear and tear. The current schedule of fees is detailed below and is subject to annual review by the Governing Body.

Facility	Hourly Rate (Minimum 2-hour booking)
School Hall (inclusive of tables and chairs)	£60
Music Studio (room only)	£40
Cookery Room	£40
Classroom	£35
KS1 Playground	£40
KS2 Playground	£40

Fees include:

- **Caretaker/Security Charge:** Mandatory for all lettings outside normal school hours to cover supervision, opening, and securing the premises.

4.2 Deposit

The school reserves the right to request a refundable deposit of up to **£100** to cover potential damage or excessive cleaning requirements. This deposit will be returned within **14 days** of the hire, provided the premises are left in a satisfactory condition.

4.3 Payment and Cancellation

1. Payment in full must be received by the school a minimum of **21 days** before the date of hire.
2. **Cancellation by the Hirer:**
 - Cancellations made with more than **14 days** notice will receive a full refund.
 - Cancellations made with **7-14 days** notice may forfeit up to 50% of the hire charge.
 - Cancellations made with less than **7 days** notice will forfeit the entire hire charge.
3. **Cancellation by the School:** The school reserves the right to cancel any booking if the premises are required for urgent school purposes (e.g., flood, heating failure, emergency maintenance). In such cases, the Hirer will be offered an alternative date or a full refund, but the school shall not be liable for any other costs or losses incurred by the Hirer.

5. Insurance and Liability for long term/regular lettings

5.1 Public Liability Insurance (corporate/longterm lettings)

All hirers **MUST** provide evidence of adequate Public Liability Insurance to a minimum value of **£5,000,000** for the duration of the letting. This is mandatory for the agreement to be finalised.

5.2 Indemnity

The Hirer shall indemnify the school against all claims, demands, actions, or proceedings arising out of the use of the premises, except for claims resulting from the negligence of the school.

5.3 Safeguarding and Child Protection

If the letting involves activities with children or vulnerable adults, the Hirer is solely responsible for ensuring they comply with all relevant child protection legislation and best practices, including having their own robust safeguarding policy and ensuring all relevant personnel have appropriate criminal background checks (DBS or equivalent). The school requires a copy of the Hirer's Safeguarding Policy and DBS checks prior to the first letting.

Reporting concerns: The Hirer must be provided with, and adhere to, the contact details for the school's Designated Safeguarding Lead (DSL) and must immediately report any safeguarding concern, suspicion, or allegation regarding a child or vulnerable adult (whether connected to the letting activity or observed on the premises) directly to the DSL and/or the Local Authority Designated Officer (LADO). The school's statutory duty to safeguard pupils remains paramount. If a safeguarding concern is reported to the DSL, the school will follow its own internal **Child Protection and Safeguarding Policy** in processing the disclosure.

6. Rules and Responsibilities for ALL Hirers (one off and long term lets)

The Hirer and all attendees must adhere to the following rules:

1. **Access:** Only the agreed-upon areas of the school premises may be accessed. Any deviation will result in immediate termination of the hire. Vehicles are not allowed on the school premises and all car parking is on the street. CPZ zone KB is in operation Mon – Fri 10:00am – 12:00pm
2. **Conduct:** The Hirer must ensure orderly conduct and prevent excessive noise, nuisance, or obstruction. The booking must be inclusive of set up and take down and ensure the premises is in the same order as when first arrived. You must vacate the premises by the agreed time of your booking. No bookings are permitted to go on past 10:00pm.
3. **Fire and Emergency:** The Hirer must familiarise themselves and their attendees with the school's fire exits and evacuation procedures, which will be provided by the Caretaker/Lettings Coordinator.
4. **Security:** The Hirer is responsible for the security of the premises during the period of hire. All windows and external doors must be secured. Upon departure the school representative will be responsible for securing the premises unless previously arranged with the long term lettings where an agreement will be in place regarding keys and setting the alarm system.
5. **Damage:** The Hirer is responsible for any damage to the school premises, fixtures, fittings, or equipment that occurs during the period of hire and will be charged the full cost of repair, replacement after the damage deposit amount.
6. **Cleaning:** The premises must be left in a clean and tidy condition, with all refuse placed in the appropriate bins. Failure to do so will result in the forfeiture of the deposit and/or an additional cleaning charge. You will be informed of the broom/hover/mop location on arrival. We request you supply your own waste/bin liners.
7. **Smoking, Alcohol, and Drugs:** Smoking (including vaping) is strictly prohibited anywhere on the school premises or grounds. Illegal drug use is strictly prohibited.

Consumption of Alcohol

8. The consumption of alcoholic beverages is permitted during the event subject to the following conditions:
 - Legal Age Requirement: All individuals consuming alcohol must be of the legal drinking age in the relevant jurisdiction [e.g., "18 years of age or older in the United Kingdom"].
 - Responsible Behaviour: Patrons are expected to consume alcohol responsibly. The

Company/Organisation reserves the right to refuse entry, refuse service, or remove any individual who appears intoxicated, disruptive, or is in breach of these terms.

9. Sale and Supply of Alcohol

The sale, supply, or distribution of alcoholic beverages on the premises during the event is strictly regulated by law.

- **Licensing Requirement:** Any individual, vendor, or entity intending to sell or supply alcohol must possess a valid, up-to-date license issued by The London Borough of Richmond Upon Thames.
- **Proof of Compliance:** Vendors must provide the Company/Organisation with verifiable proof of their valid alcohol license and relevant certifications before any sale activities can commence.
- **Adherence to Law:** All sales must be conducted in strict accordance with all applicable local and national laws and regulations, including robust age verification protocols (e.g., Challenge 25 policy).
- **Liability:** The licensed vendor is solely responsible for all aspects of their alcohol sales operation, including compliance, liability, and any penalties resulting from regulatory breaches. The Company/Organisation accepts no liability for the actions of third-party vendors operating under their own license.

10. Equipment: This section outlines the responsibilities regarding all equipment brought onto the premises by the Hirer, as well as any school equipment provided for use.

- **Risk and Liability:** The School accepts no responsibility for the loss, theft, or damage of any equipment, materials, or personal property belonging to the Hirer, their guests, or contractors while on the premises.
 - ❖ The Hirer is advised to obtain appropriate insurance coverage for their equipment.
- **Health & Safety Compliance:** The Hirer must ensure that all equipment and materials brought onto the school site are:
 - ❖ Maintained in a safe working condition.
 - ❖ Compliant with all relevant Health & Safety (H&S) requirements and legislation throughout the duration of the hire.

Electrical Equipment Requirements (PAT Testing)

To ensure electrical safety and compliance, the following is mandatory for any electrical equipment brought onto the premises:

- **Mandatory Testing:** All portable electrical equipment must have a valid Portable Appliance Test (PAT) certification.
- **Proof Required:** The School reserves the right to request and must be provided with satisfactory evidence of current PAT testing before or upon arrival. Failure to provide this may result in refusal of permission to use the equipment.

School Equipment Provision

- **Standard Provision:** Use of any School equipment is subject to prior request and agreement, as detailed in the approved Booking Form.
- **Audio Equipment:** If requested and approved, the Hirer may use the designated school speaker system. This system typically requires connection via a standard jack lead/audio lead (or similar specified connection) which the Hirer should be prepared to provide.
- **Hot Water Urn:** If the provision of hot beverages is requested and approved in the Booking Form, the Hirer may be granted the use of a School-provided **hot water urn**.
 - ❖ The Hirer is solely responsible for the safe operation and supervision of the urn to prevent burns or scalds, particularly if children are present.
 - ❖ The urn must only be operated in the designated area as advised by the School representative.

- ❖ The Hirer is responsible for ensuring the urn is emptied, switched off, and wiped clean before the end of the hire period.

- **Disclaimer:** School equipment is provided "as is." The School is not responsible for any technical incompatibility with the Hirer's devices, or any failure of the equipment during the period of hire.

11. Hirer Representative: A designated Hirer Representative who will be present on-site at all times during the letting and is responsible for ensuring compliance with all terms, including the **Safeguarding and Child Protection requirements in Section 5.3.**

12. Toilets: The toilets are on the ground floor and the staff representative will direct you to the location.

13. Inflatables: The Hirer assumes full responsibility for the supervision, care, and safety of the Equipment and all persons using it from the time of delivery until collection.

- **Adult Supervision:** A responsible adult (over 18 years of age and not under the influence of alcohol or drugs) must closely supervise the inflatable at all times when it is in use.
- **Safe Environment:** The Hirer must ensure the setup area is clear of debris, obstacles, and animal waste before installation.
- **Access and Setup:** It is the Hirer's responsibility to ensure adequate space and clear access (minimum 3 feet wide) for delivery and installation. Failure to do so may result in full payment being due and cancellation of the hire.

Securing the Equipment: The inflatable must be securely anchored to the ground at all times using all provided anchor points and stakes/ballast as installed by the delivery team. The Equipment must not be moved or repositioned by the Hirer.

7. Declaration

By signing the Lettings Agreement, the Hirer confirms that they have read, understood, and agree to abide by all the terms and conditions outlined in this School Lettings Policy.

School Contact Details for Lettings:

- **Address:** Niton Road, Richmond, TW9 4LH
- **Email:** lettings@darell.richmond.sch.uk
- **Phone:** 0208 876 6721



Darell Primary and Nursery School

Long Term School Lettings Agreement

This Agreement is made between:

The School:
Darell Primary and Nursery School
Niton Road, Richmond, TW9 4LH
Email: lettings@darell.richmond.sch.uk
Phone: 0208 876 6721
Represented by: The School Lettings Coordinator

AND

The Hirer:
Organisation/Individual Name:
Contact Person Name:
Address:
Phone Number:
Email Address:
Charity/Company Registration No. (if applicable):

SECTION 1: Details of Hire

Detail	Description
Agreement No.	
Purpose of Hire (Weekly Yoga Class, Training Course, Community Meeting)	
Dates of Hire	
Day(s) of Week (for regular bookings)	
Agreed Facility/Area	
Start Time (including setup)	
End Time (including clearing/departure)	
Total Duration of Hire (hours)	
Anticipated Number of Attendees	
Designated Hirer Representative (on-site)	

SECTION 2: Financial Summary

Item	Rate / Amount	Notes
Hourly Rate for Facility (Inclusive of staff for open and closing)	£	Based on the facility hired.
Total Hire Fee	£	(Hourly Rate x Total Duration)
Subtotal (A)	£	
Refundable Damage Deposit (B)	£100	Payable upfront, refundable as per Section 4.2 of Policy.
TOTAL DUE (A + B)	£	
Payment Deadline		7 days prior to the first hire date.

SECTION 3: Declarations by the Hirer

The undersigned Hirer hereby confirms, warrants, and agrees to the following:

- **Policy Acceptance:** I confirm that I have read, understood, and agree to abide by all terms and conditions set out in the **Darell Primary and Nursery School School Lettings Policy** (November 2025), which forms an integral part of this Agreement.
- **Public Liability Insurance:** I attach a current Certificate of Public Liability Insurance covering the period of hire, with a minimum indemnity of **£5,000,000**. (Required to be attached).
- **Safeguarding and Child Protection:** If the activity involves children or vulnerable adults, I confirm that the Hirer has a current, relevant Safeguarding Policy and all necessary personnel checks (DBS/equivalent) are in place and up-to-date, as required by Section 5.3 of the Lettings Policy. (Copy of policy required to be attached if applicable).
- **Licensing:** I confirm that any necessary licenses (e.g., Temporary Event Notice for alcohol, if applicable) have been applied for and approved, and copies have been provided to the School Lettings Coordinator.
- **Responsibility:** I accept full responsibility for the security, safety, supervision, orderly conduct, and cleaning of the hired premises throughout the duration of the hire period.

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SECTION 4: Signatures

Signed on behalf of the Hirer:

Signed on behalf of Darell Primary and Nursery School:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____
School Lettings Coordinator

Date: _____

Date: _____

This Agreement is null and void until all required documentation (Insurance, Safeguarding Policy - if applicable, and this signed Agreement) and the full payment have been received by the School Lettings Coordinator.



Darell Primary and Nursery School

Individual Events School Lettings Agreement

This Agreement is made between:

The School:

Darell Primary and Nursery School
Nifon Road, Richmond, TW9 4LH
Email: lettings@darell.richmond.sch.uk
Phone: 0208 876 6721
Represented by: The School Lettings Coordinator

The Hirer:

Organisation/Individual Name:
Contact Person Name:
Address:
Phone Number:
Email Address:
Charity/Company Registration No. (if applicable):

SECTION 1: Details of Hire

Detail	Description
Agreement No.	
Purpose of Hire e.g., Private Birthday Party	
Date of Hire	
Agreed Facility/Area	
Start Time (including setup)	
End Time (including clearing/departure)	
Total Duration of Hire (hours)	
Anticipated Number of Attendees	
Designated Hirer Representative (on-site)	

SECTION 2: Financial Summary

Item	Rate / Amount	Notes
Hourly Rate for Facility (Inclusive of staff for open and closing)	£	Based on the facility hired.
Total Hire Fee	£	(Hourly Rate x Total Duration)
Subtotal (A)	£	
Refundable Damage Deposit (B)	£100	Payable upfront, refundable as per Section 4.2 of Policy.
TOTAL DUE (A + B)	£	
Payment Deadline		7 days prior to the first hire date.

SECTION 3: Declarations by the Hirer

The undersigned Hirer hereby confirms, warrants, and agrees to the following:

- **Policy Acceptance:** I confirm that I have read, understood, and agree to abide by all terms and conditions set out in the **Darell Primary and Nursery School School Lettings Policy** (November 2025), which forms an integral part of this Agreement.
- **Supervision and Child Protection (Private Hire):** I confirm that, for this private social event, I will maintain direct adult supervision of all children present throughout the entire hire period and accept full responsibility for their safety and conduct. (The formal requirement for an external safeguarding policy is waived for internal, private events, provided direct adult supervision is maintained).
- **Licensing:** I confirm that any necessary licenses (e.g., Temporary Event Notice for alcohol, if applicable) have been applied for and approved, and copies have been provided to the School Lettings Coordinator.
- **Responsibility:** I accept full responsibility for the security, safety, supervision, orderly conduct, and cleaning of the hired premises throughout the duration of the hire period.

SECTION 4: Signatures

Signed on behalf of the Hirer:

Signature: _____

Print Name: _____

Date: _____

Signed on behalf of Darell Primary and Nursery School:

Signature: _____

Print Name: _____

Date: _____

This Agreement is null and void until all required documentation (Insurance, and this signed Agreement) and the full payment have been received by the School Lettings Coordinator.