

RIVERSIDE PRIMARY SCHOOL AND NURSERY



LETTINGS POLICY

CONTRACT FOR HIRE AGREEMENT ADOPTED FROM RBWM

Updated by	Neelam Chawla
Updated when	April 2026
Next Review Date	April 2027 or sooner if updated by RBWM
Ratified By	Adopted from RBWM

1. Those eligible to hire the Riverside Primary School & Nursery School Premises:

- (a) Commercial Lettings
 - Sports Clubs
 - Music Clubs
 - Dance/Performance Clubs
- (b) Non-Profit Making Lettings
 - Youth and Community
 - LEA use
 - Parish Council
 - Hire by a member of staff at the discretion of the Headteacher

The hall and/or sports field is/are available for hire at the discretion of the Headteacher/School Business Manager.

2. Conditions of Hire

- (a) No letting must interfere with the education of the pupils of the school in any way.
- (b) Every hirer must fill in an “Contract for the hire of School Accommodation and Equipment by Individuals, Firms and Companies.” form (see appendix) and be familiar with the conditions of hire contained in this.
- (c) The hirer must have adequate insurance cover for their proposed activities, in-line with the RBWM requirements. This means that all business hirers must hold a minimum of £5 million public liability cover, and the hirer will be asked to produce a signed and in-date insurance certificate for verification before the hire can be agreed.

Private individuals (i.e. not businesses or organisations) who do not carry their own public liability insurance and wish to hire the premises on a one-off basis *may* be covered by the RBWM Hall Hirer’s Policy, but this will need to be checked before the hire can be agreed. In the event of the hire being agreed, the hirer will be charged 12% of the cost of the hire to cover the premium.

- (d) All hirers must confirm they and any staff who will be at Riverside Primary School, have read the schools’ Data Protection Policy and Safeguarding Policy. The hirer must provide a copy of their Data Protection Policy and if applicable Safeguarding Policy.
- (e) The let must finish by 10.30pm, unless previously agreed by the Headteacher.
- (f) No letting will be accepted until the Caretaker or another person has agreed to be on duty (if applicable), or the hirer has completed has signed the key holder agreement.
- (g) Equipment can be hired at an agreed rate, if available, at the discretion of the Headteacher.
- (h) Access to the school kitchen is at the discretion of the Headteacher.
- (i) Alcohol is not permitted on the premises without the prior permission of the Headteacher. If permission is granted for alcohol to be sold, then it’s the responsibility of the lessee to organise the required drinks licence(s), and copies of any licence(s) must be supplied to the school prior to the hire taking place.
- (j) If the hirer is found to be under the influence of alcohol or an illegal substance the police will be contacted and the contract terminated immediately.
- (k) Fees are subject to change and will be reviewed annually, with any changes to take effect depending on conditions of hire and date of hire agreement, and a minimum of one months’ notice.

- (l) It is expected that the premises will be left in a fit state. Should this not be the case then the hirer will be charged the necessary rectification costs.
- (m) The Hall will be ready for use and any changes in the layout will be the responsibility of the hirer.
- (n) Anyone hiring the Hall will be allowed access to the toilet facilities.
- (o) This is a non-smoking school and lessees are required to comply with all current UK-wide non-smoking legislation.

3. Appropriate Hiring Periods

- (a) For lets taking place between Monday and Sunday term time – any reasonable time after the end of school day through to 10.30pm.
- (b) For lets at any other time - at the discretion of the Headteacher and with the agreement of the School Business Manager (if applicable).

4. Lettings Costs

The cost of the hire will incorporate remuneration for the following elements:

- a. Heating
- b. Lighting
- c. Water and Sewerage
- d. Wear and Tear
- e. Administration
- f. Insurance (where applicable, see point 2(c))
- g. Profit

The cost of the hire will NOT incorporate the following elements but an additional fee will be charged if applicable

- h. Site Controller to come on site if issues arise
- i. Site controller to open up or lock up site outside school hours
- j. Additional Cleaning to be carried out after hire of premises, this will be pre-agreed with hirer.

5. Headteacher's Discretion

The Headteacher will have discretion over

- Who is able to hire the facilities
- Which facilities may be hired.
- The time of the letting

6. Hire Fees

There will be no charge for the school's own use.

For all other lets, please refer to the current Riverside Hire Rates and Conditions document.

Hire fees will be reviewed annually.

7. Invoicing

Invoices raised monthly/termly/annually depending on conditions of hire for direct bank payment. All financial transactions will be carried out in-line with the Riverside Primary School & Nursery Finance Policy and Financial Procedures.

Appendix 1: Copy of School Letting Contract

Appendix 2: Copy of current Hire Rates and Conditions document

Appendix 1

RIVERSIDE PRIMARY SCHOOL & NURSERY SCHOOL

Donnington Garden, Cookham Road, Maidenhead, SL6 7JA



CONTRACT FOR THE HIRE OF SCHOOL ACCOMMODATION AND EQUIPMENT BY INDIVIDUALS, FIRMS AND COMPANIES.

CONTRACTS ARE NOT ENTERED INTO WITH A CLUB. IF HIRING IS REQUIRED ON BEHALF OF A CLUB THE CONTRACTING PARTIES SHALL BE THE SCHOOL AND AN OFFICER OF THE CLUB AND THE HIRER SHALL BE LIABLE TO THE SCHOOL FOR ALL DEBTS THAT SHALL ARISE UNDER THIS AGREEMENT.

In consideration OF RIVERSIDE PRIMARY SCHOOL & NURSERY agreeing to let me

NAME:

ADDRESS:

TELEPHONE NO:

OCCUPATION:

The following accommodation (state your requirements/rooms/hall/accommodation/etc PLUS (where applicable) any additional equipment (e.g. School Piano/Radio/TV/Shower facilities etc. Please specify which of the below

Classroom(s): YES ☐ NO ☐

Main Hall: YES ☐ NO ☐

Dining Hall: YES ☐ NO ☐

Field: YES ☐ NO ☐

Playground: YES ☐ NO ☐

FOR THE PURPOSE OF (State purpose of Letting): _____

ON (Insert Date(s): _____

FROM (Insert Times): _____ to _____

IN ACCORDANCE WITH THE SCHOOL'S LETTING POLICY, CONDITIONS OF HIRE AND SCALE OF CHARGES.

HIRE RATE: £ _____ per hour/day/room etc

I HEREBY AGREE:

- 1 To hire and use the said accommodation/equipment in accordance with the school's lettings policy and conditions and charges which I confirm that I have seen and read.
- 2 That I have read the schools Data Protection Policy and Safeguarding Policy and Have provided a copy to the school of our company's Data Protection Policy and Safeguarding Policy.
- 3 That the School may at its discretion demand full payment of its charges or part thereof in advance be it before or during the duration of this agreement whereupon I shall pay the school's charges on demand.
- 4 That I have read, understood and shall observe and fulfil all the following Conditions:
 - a) I agree that all requirements relevant to the letting will be complied with including obtaining a necessary licence (e.g. for the sale of intoxicating liquor) and that all personnel employed by the hirer or involved in any activity concerned will be advised of these conditions
 - b) I shall not bring any dangerous or toxic substances on to the premises
 - c) Three clear days' notice is required in the event of the need to cancel a booking. If due notice is not given I will be required to pay the full hire charge
 - d) VAT may be applicable in certain circumstances and for certain lettings. I have enquired at the time of booking whether VAT is payable
 - e) I will ensure that a responsible person will be present on the premises at all times during the period for the letting
 - f) I accept full responsibility for the damages to or theft of the School's and the Royal Borough of Windsor & Maidenhead's property occurring during the period for which the premises are hired
 - g) I shall notify the school of any damage resulting from the hire of the premises within 24 hours of such hire
 - h) Any cleaning undertaken which, in the opinion of the Officers of the School, occurs as a result of the hiring and outside the scope of the agreed hire charge, will be charged to me at the appropriate rate

- i) The School and the Royal Borough of Windsor and Maidenhead accepts no responsibility whatsoever and howsoever caused, for the loss of personal property brought into or left in the premises during the letting
- j) If I discover a hazard in regard to access to School premises or the equipment to be used, I shall act to make the school's representative aware of the hazard
- k) I agree that no equipment will be used without the prior approval of the Headteacher of the School or the School's representative, as the case may be, and that the installation of my equipment will be carried out by competent personnel
- l) I accept that I should familiarise myself with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire will also be studied and the information passed on by me to the users and any other person concerned
- m) I shall not during the hire period cause or permit any nuisance or annoyance to any other users of the premises or to persons living in the locality of the premises
- n) I shall indemnify the School and the Royal Borough of Windsor & Maidenhead against all claims, costs, demands, expenses, actions or liabilities howsoever caused, arising from the use of the premises including, where appropriate from the use of the swimming pool by myself apart from claims and actions arising through the negligence of the Royal Borough of Windsor & Maidenhead, its servants or agents, the school or its governing body
- o) I further agree to effect Third Party insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hire premises, or personal injury or death of any person whosoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis: -
 - I. Accidental bodily injury including death to third parties and further in respect of damage to their property - not less than £5million
 - II. Accidental damage caused by fire to the premises on hire - £5million
 - III. Accidental damage caused to the premises on hire other than fire
- p) In accordance with Paragraph (o), I agree to demonstrate that my own insurance cover satisfies the specified conditions. Where the hire does not form part of a regular hire, i.e. on a weekly or monthly basis then a minimum charge of £3.00 will apply or 12% whichever is the greater. Where this charge is levied, the hirer should note that there is an excess of £250 in respect of paragraph (o) hereof and that the insurance does NOT provide cover for Political Parties or Professional Entertainers.
- q) I acknowledge that should I fail to pay the hire charge or any part thereof the School or the Royal Borough of Windsor & Maidenhead may pursue this as a debt and shall be entitled to charge interest on any amount outstanding after the date on which it has become due i.e. within one month from the date of the account.

SIGNATURE OF HIRER/AUTHORISED PERSON) _____
 NAME: _____ POSITION _____ DATE _____

Agreed By: Headteacher or School Business Manager _____

The account in respect of payment for hire of the said accommodation/equipment should be forwarded to Riverside Primary School & Nursery, after receipt of invoice.

If the hirer is a firm this Agreement must be signed by a partner of the firm. If the applicant is a limited company this Agreement must be signed by a director or the secretary of the company. This form is to be returned to the school concerned at least 7 days before the proposed date of letting.

Riverside Primary School & Nursery Letting Fee Schedule

- Use of Main Hall or Dining Hall (excluding kitchen) £41 per hour
- Use of field/playground £26.75 per hour
- Use of any classroom £29.50 per hour
- Use of: multiple classrooms over multiple hours (exceeding three hours), or long-term hire i.e. 52 weeks the rate can be negotiated in agreement with the Headteacher/School Business Manager.
- Hire of School Car Park £80-£120 depending on length of hire

Sports Clubs currently operating at the school or being funded by the HAF programme – whole day hire for Field/Playground/Hall, rate to be negotiated as per funding received, in range of £120-£200 per day.

Other rates can also be applied subject to agreement

The facilities should be left in a reasonable condition, any spills inside the building should be mopped up immediately so that the floor surface is not damaged. Toilet accidents must be cleaned up immediately.

Requests for hiring the school hall must be made to the School Business Manager; by emailing finance@riversideprimaryschool.org.uk or contacting the school on 01628 – 621741.