



**Holy Trinity CofE Primary school -
Cuckfield**

Lettings Policy

Holy Trinity Church of England Primary School, Cuckfield Lettings Policy/Procedure

Enquiries

All enquiries for hire of the school premises are to be made through the school office via finance@htprimary.co.uk.

If there is space available for hire at the times requested by the hirer, then the office will provide a booking form and the school's terms and conditions of hire.

The Main Hall and the school grounds and playgrounds are available for hire. The kitchen can be included but only for preparation and storage of food and drinks – no electronic equipment can be used to cook / clean.

The Governors reserve the right to:

- Refuse any application for hiring without giving reason;
- Attach any additional conditions to any particular hiring;
- Cancel the hire due to unforeseen circumstances;
- Make additional charges where necessary;
- Terminate an event due to poor/unacceptable behaviour or disturbance to local residents.

The school property may not be used by any faith group, religious, quasi-religious or anti-religious organisation for the purposes of proselytization, nor to any political group for the purpose of increasing its own membership. The School will not accept any booking where the premises are used to support or promote radicalisation.

Contract of hire

All agreed bookings will need to complete the Holy Trinity booking form which includes the school's terms and conditions. The booking form must be completed in full, signed and returned to school with any required supporting documents (insurance, risk assessment and DBS certificate). If the booking is accepted, the booking form will be countersigned by the school and a copy returned to the hirer to confirm the booking. This will be the contract of hire.

Each December, all existing hirers will be issued with a new booking form and the latest terms and conditions. These renewals must be completed in full as above, for bookings starting in the following calendar year.

Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities) we will ask for confirmation that the hirers have had the appropriate level of DBS check. Where the hirer is subscribed to the DBS Update Service (<https://www.gov.uk/dbs-update-service>) the hirer must give consent to the school to undertake an update check. Where the hirer's DBS Certificate is more than three months old, and the hirer is not registered with the DBS Update Service, a new DBS check must be undertaken by the hirer prior to the letting starting.

Fees

All fees are due two weeks from the invoice date and payment by Bank Transfer is encouraged.

For **External hirers** and **After School Clubs** the fee is calculated according to the prices in Appendix 1.

Hire rates will be reviewed annually in October and will apply to all hires in the following Calendar year (i.e. from January to December).

If the Premises Manager is required to attend to there will be an additional payment covering at least one hour of his time.

Linked Documents:

- New lettings agreement – Holy Trinity Primary school, Cuckfield Jan 2025

Holy Trinity School rental rates

(VAT is not payable on these charges)

	Excluding Insurance			Including Insurance at 10% of hire fee plus 12% IPT		
	Standard	Charity 50% discount	Regular users 30% discount	Standard	Charity 50% discount	Regular users 30% discount
Hourly rate*	15.00	7.50	10.50	16.65	8.34	11.66
Hourly rate* Weekend (Sat & Sun) after 6pm	20.00	10.00	14.00	22.24	11.12	16.98
Daily rate (9am-5pm)	60.00	30.00	42.00	66.72	33.36	46.70
Half day rate*	30.00	15.00	21.00	33.36	16.65	23.35
Weekly rate	300.00	150.00	210.00	333.60	166.80	233.52
Grounds rate per day**	50.00	25.00	35.00	55.60	27.80	38.92
Grounds rate per half day**	25.00	12.50	17.50	28.63	13.90	19.46
Deposit	Hirer will be asked for a £100 deposit for all events (refundable after event)			Hirer will be asked for a £100 deposit for all events (refundable after event)		
Keyholder charge	£10 call out charge which includes the first half hour of duties					

*rate for use of buildings or grounds; rate for use of both is double

**to include use of toilet facilities

- The Charity is determined by reference to the group (registered Charity) wanting to use the facilities and the purpose for which they are hiring the facilities.
- The application of the rate is at the sole discretion of the Governors.
- Regular users are defined as those booking and paying for the hall for at least six rentals a year at one time.
- Charity rental rates will apply to Holy Trinity School staff and Governors
- Half day = 4 hours, generally 9am-1pm or 1pm-5pm