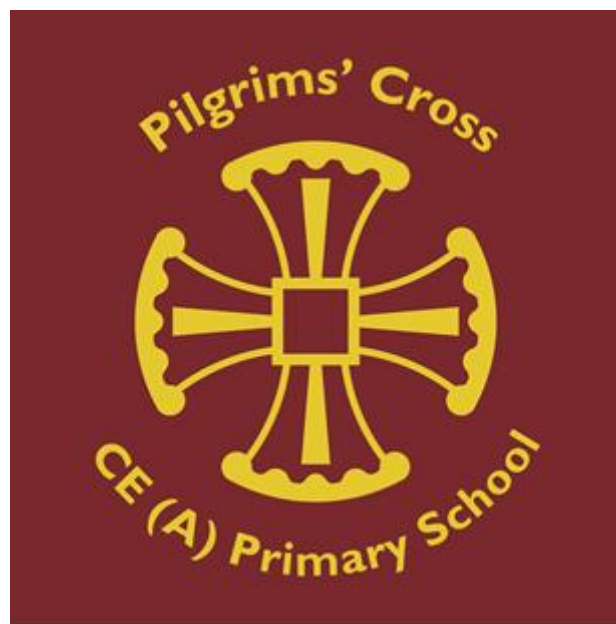


*Learning, to make a difference,  
in God's world*

# **Pilgrims' Cross CE Aided Primary School**



## **Lettings Policy 2025-2026**

**Date Agreed:** 23<sup>rd</sup> January 2026

**Review Date:** January 2027

# PILGRIMS' CROSS CE AIDED PRIMARY SCHOOL

## Letting and Charging Policy

### LETTINGS

The school wishes to be an integrated part of the Picket Twenty community and local infrastructure.

The letting formula aims to recover the economic cost to the school incurred by the letting, with a small additional contribution to school funds, where appropriate.

The letting formula should be reviewed annually and in the light of local circumstances i.e. in line with rates that other local organisations are charging, e.g. the Community Centre.

### Categories\* of users / hirers

Subject to letting charges, formula below:

- a. Out of hours school-run activities available to pupils in general and pursuant to delivery of curriculum or religious matters, are nominally charged.
- b. Letting to organisations listed by the Local Authority as entitled to free use. Charges should be made to LA in accordance with the prevailing rate (refer to LA for list and re-imburement rates)
- c. Letting for activities which are generally available to, and for the benefit of, the school area community and school / diocesan churches/ Diocesan Board of Education
- d. Letting for no commercial gain.
- e. Lettings for commercial or other activities.
- f. Other

### The letting formula

This formula applies until December 2026 or when superseded, whichever is later. An additional charge may be made to cover caretaking costs, if applicable. These charges are a minimum of £10 for unlocking and £10 for re-locking on each letting, held outside of regular school hours (8am – 4pm Monday to Friday). Charges will be determined on a case-by-case basis. A set of keys may be supplied to trusted regular lettings e.g. a church group. This is at the discretion of the Headteacher and their decision is final.

| CHARGES PER HOUR OR PART THEREOF | CATEGORIES* |      |      |        |        |       |
|----------------------------------|-------------|------|------|--------|--------|-------|
|                                  | A           | B    | C    | D      | E      | F     |
| Hire of hall                     | £20.00      | Free | Free | £18.00 | £20.00 | T.B.C |
| Hire of sports field/playground  | £20.00      | Free | Free | £18.00 | £20.00 | T.B.C |

**VAT WILL BE CHARGED IF APPLICABLE**

**E.G. IF THE HALL/FIELD/PLAYGROUND IS LET FOR SPORTING PURPOSES  
FEES PAYABLE IN FULL ON COMPLETION OF THE LETTING, 7 DAYS NET PLEASE.**

## **AVAILABILITY**

School functions and events will always take precedence over lettings. Every effort will be made to inform users of unavailability as far in advance as possible. Classrooms/other learning spaces will only ever be let for training purposes where a member of school staff is present.

## **CONDITIONS**

All lettings are at the discretion of the Headteacher and subject to any exclusions e.g. building works which may present a potential fire/escape hazard, health such as infections and skin disorders that may arise from the appropriate section of the current Health & Safety Policy, a copy is available in school or via the website.

Facilities must be returned in the original condition found upon lease. If they are not, a further charge may be made, and this cost will be at the discretion of the Headteacher. Their decision on the charges to be applied are final.

Lettings will be subject to Governors' conditions for hire of the school and premises (**Appendix 4**). A copy is available in school for inspection. Users will only be allowed use of the school and premises once they have signed the appropriate letting undertaking.

Where appropriate, also read this policy in conjunction with the Charging and Remission Policy.

## **CONTACT**

Via the Mrs Matthews or Mrs Wilson, Finance Officers.

## **Appendices**

- Appendix 1 - Letting Procedure
- Appendix 2 – Letting Agreement
- Appendix 3 – Application Form
- Appendix 4 – Conditions for Hire

**Appendix 1: Letting Procedure**

**PILGRIMS' CROSS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**

**School Letting Procedure**

Dear

Thank you for your enquiry about the possibility of hiring all or part of the school premises for an outside of school hours function by your organisation.

The hall, playing fields, playground etc., are sometimes available for hire. Please state your requirements below:

.....  
.....  
.....

Charges for hiring the school premises or parts of the premises are as per the School Letting Policy, available on request.

It may be the hirer's responsibility to unlock / lock the premises and to ensure that it is secure and locked again after the function. If so, a set of keys is to be collected / returned to the school office. Caretaking services may also be supplied and are chargeable. Please ask the school which service will be most applicable to you.

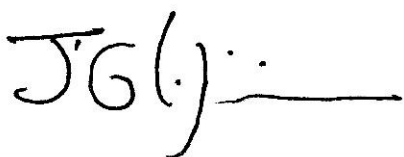
Commercial hirers must provide evidence of their Public Liability Insurance, prior to letting.

If you would like further details about lettings and conditions, please contact the School prior to letting, giving the following details:

- Name, address and contact telephone number of organisation or person concerned.
- Date and duration of proposed hiring.
- Function for which premises are required.
- Any additional facilities needed, e.g. chairs etc.

Please note that the kitchen cannot be hired but the hall has a kitchenette.

Yours sincerely,



Mr Cascarini  
Headteacher

**Appendix 2: Letting Agreement**



**PILGRIMS' CROSS CE AIDED PRIMARY SCHOOL –**  
*Learning, to make a difference, in God's world*



Headteacher – Mr Jim Cascarini  
Picket Twenty Way – Andover – Hampshire – SP11 6TY – Telephone 01264 366523

Website: [www.pilgrimscross.co.uk](http://www.pilgrimscross.co.uk)

E-mail: [admin@pilgrimscross.hants.sch.uk](mailto:admin@pilgrimscross.hants.sch.uk)

**LETTING AGREEMENT**

I have read and noted the Letting Policy and associated appendices of the premises at the above school and agree to fulfil the requirements made.

I understand that additional charges may be made for extra cleaning / breakages / damage caused by my hire of the premises and caretaking services/ VAT, as applicable.

Signature:.....

Hiring Organisation:.....

Address:.....

.....

.....

Telephone numbers:.....

Email: .....

Date:.....

Public Liability Insurance Number: .....

**Appendix 3: Application Form**

**PILGRIMS' CROSS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**

Application form for hire of Pilgrims' Cross Church of England (Aided) Primary School facilities.

Name of Hirer: .....

Organisation: .....

Address: .....

Telephone/Email: .....

Is this application being made for any other person or group                      YES / NO

If YES please give the name and address of the organisation and person responsible for the group.

Person Responsible: .....

Name of Organisation: .....

Address: .....

Telephone: .....

Number of people attending.....

Will food be consumed on the premises? **YES/NO**

Will music be played on the premises? **YES/NO**

(relevant licences must be produced)

Will electrical equipment be brought onto the premises? **YES/NO**

(If yes, equipment must be Portable Appliance Tested)

**Dates and Times Required**

| Date     | Time                    | Fee Enclosed |
|----------|-------------------------|--------------|
| 1: _____ | between _____ and _____ | : _____      |
| 2: _____ | between _____ and _____ | : _____      |
| 3: _____ | between _____ and _____ | : _____      |

VAT at 20% \_\_\_\_\_ (applicable if sporting activity)  
Caretaking fee \_\_\_\_\_ (ask school if applicable)

Total fee \_\_\_\_\_

I agree to abide by the TERMS and CONDITIONS stated in the lettings policy and appendices.

I enclose a non-returnable fee of \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Organisation \_\_\_\_\_

Public Liability Insurance Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

## Appendix 4: Conditions for Hire

### PILGRIMS' CROSS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

#### **GOVERNORS' TERMS AND CONDITIONS FOR HIRE OF SCHOOL PREMISES**

All hirers must read and agree formally in writing to fulfill these conditions.

1. **The school, car park and grounds are a NO-SMOKING/VAPING AREA in their entirety (including e-cigarettes) – please observe.**
2. Users must show respect for school equipment and furniture. No equipment shall be used except by prior arrangements and payment where appropriate. Appropriate use of the lights will also be appreciated especially in the summer when sufficient daylight is available.
3. Hirers will be expected to pay for the repair or cost of any damage to equipment or building caused during the letting.
4. The premises / grounds must be left 'as found' at the end of a letting. Basic cleaning equipment will be available. Litter should be removed from rooms and grounds. The cost of any additional cleaning work will be charged to the hirer.
5. Toilets to be used with cleanliness and hygiene in mind. Any additional cleaning not dealt with by the hirer will be charged for.
6. Hirers are expected to be punctual to starting and finishing times. No charge will be made for preparation / tidying up periods before and after a letting but continued use for letting purposes after stated closing time may be charged additionally. Lettings will normally end at 9pm and exceptionally at 11pm by special arrangement.
7. Hirers should report to the Finance Officer or Headteacher any damage or breakage which takes place during the letting.
8. Hirers are particularly asked to do all that they can to prevent walls and displays being marked, moved, spoilt or misused. Any occurrence of this may lead to further costs being required or the cancellation of future lettings.
9. Insurance – Our school has public liability insurance for non-commercial hirers (i.e. non-profit making bodies) to be indemnified against liabilities arising from the letting of premises in the sum of £5 million. This cover provides for body injury to Third Parties and / or loss or damage to their property and includes the premises, as let, and the contents thereof.
10. Commercial hirers must make their own insurance arrangements to the same criteria and provide documentary evidence that they have done so.
11. Hirers should provide their own First Aid equipment and trained staff.
12. Cars and vehicles should not be parked on playground or field except by prior arrangements (e.g. car boot sales, delivering items for stalls).

Contd./

13. No fires to be sited on field or playground without prior arrangement.
14. Hirers should point out to their members the appropriate procedure and exits in case of fire and familiarise themselves with extinguisher points.
15. Hirers should ensure that only their own members are on the premises during activities and be aware of the security of the premises during and after their activity.
16. Organisations are not allowed to advertise or put up posters but they can arrange with the headteacher to have appropriate posters put on official school notice boards.
17. Hirers and organisations are required to be aware of the school neighbours and their rights especially with regard to noise level of music (indoor and outdoor). Any complaints will be referred to the relevant organisation, which will be expected to take appropriate action.
18. Hirers should be aware of the legal requirements for lotteries, prize draws and alcohol consumption and make separate arrangements for this and for any public music and entertainment events.
19. Hirers are not allowed to sub-let or share the premises with anyone else.
20. Hirers should be sure to apply and communicate any relevant Health and Safety information to their members.
21. Any children present at a lettings function shall be properly supervised by adults, parents, organisers present.
22. Classrooms and offices are not to be used or accessed, except for official training use as sanctioned by the Headteacher.
23. The school kitchen is not to be accessed.
24. No stiletto heels to be worn on the hall floor.

### **PRIMARY SCHOOL PLAYING FIELD**

#### TERMS & CONDITIONS for hire and use:

1. The school playing field shall be available exclusively to the school during school hours and when required by the school out of school hours.
2. There are no changing rooms so changing facilities are not available.
3. The field is only available for hire between the hours of 9.00 a.m. and 9.00 p.m, light permitting.
4. Letting may be subject to weather and ground conditions being suitable as well as building works that may be taking place.

5. The hirer will be held responsible for any damage caused to fixtures, fences, hedges, trees, ground or turf etc. and will be charged accordingly.
6. The site is to be cleared of ALL rubbish after use.
7. Car Parking and vehicular access on the field will need to be agreed and discussed with Headteacher
8. No campfires are allowed on the school playing field.
9. Dogs, with the exception of guide dogs, are not permitted on the school playing field.
10. Commercial Hirers must make their own insurance arrangements to the same criteria and provide documentary evidence that they have done so.

**LETTINGS – LOG OF HIRERS**

| <b>NAME OF HIRER</b> | <b>PURPOSE</b> | <b>EVIDENCE OF PUBLIC LIABILITY INSURANCE SIGNATURE AND DATE SEEN</b> | <b>LETTING POLICY AND APPENDICES ISSUED</b> | <b>CONDITION FOR HIRE SIGNED</b> | <b>KEYS GIVEN (Signed and dated)</b> | <b>KEYS RETURNED (Signed and dated)</b> |
|----------------------|----------------|---|---|----------------------------------|--------------------------------------|---|
|                      |                |   |   |                                  |                                      |   |
|                      |                |   |   |                                  |                                      |   |
|                      |                |   |   |                                  |                                      |   |
|                      |                |   |   |                                  |                                      |   |
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