EASTBURY FARM PRIMARY SCHOOL
Lettings & Charging Policy

Autumn 2026

Date of Governor Approval: 14.10.2026

Eastbury Farm Primary School
Lettings and Charging Policy

Governor Responsibilities
The Law states that Governors control the use of the school premises outside normal school hours, but they must comply with any directions given by the Local Authority.

The Local Authority has a legal requirement placed on them to provide accommodation for certain bodies.

The Local Authority controls the use of (community) school premises during normal school hours, but the day-to-day management is the responsibility of the Headteacher. If there is a surplus of accommodation during the normal school day then the Headteacher can let those facilities on a normal letting basis (i.e. governors cannot enter into a lease or tenancy agreement).

The governors of Eastbury Farm Primary School are keen to promote the Local Authority policy in encouraging the community use of the school building and facilities.

Daily control of school lettings is the responsibility of the Headteacher (and his/her staff), who is authorised to negotiate fees within the limits determined by the Governing Body.

The School Business Manager is responsible for maintaining records for each organisation/individual hiring Eastbury Farm Primary School premises.

Charging Rates

The governors determine the school charging rates for all lets outside the Free Letting Scheme taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the Finance Committee on an annual basis, usually as part of the budget setting process, and the new rates approved through the Governing Body are recorded in their minutes. The new rates are normally implemented from the start of each academic year.

The school is expected to apply the governor approved rates for all hirers to the school. However, to promote community use, the Headteacher may use their discretion to give a 10% discount to certain hirers. Any proposed discount must be discussed with the Headteacher prior to agreement and details recorded with the hirers records.

Hire charges are paid on receipt of invoice.

<u>Lettings and Charge Rates for 2026/27</u>

User	Day & Time	Fee Charged
Fun Fest Northwood	Holiday Club half terms and main holidays with the exception of Christmas	£150 per day
FootieCubs	Every Sunday morning	£70 per session
Eastbury Horticultural Society	One Monday evening per month in the Winter plus one Saturday and Friday evening in either July or September for Annual Show	£50 for first 2 hours and £21 for each additional hour
Eastbury Residents' Association	Occasional evening meetings (once or twice a year)	£50 for first 2 hours and £21 for each additional hour
Three Rivers D.C.	Hire for Polling Station	Charges set by local authority
Three Rivers D.C.	Occasional evening meetings for Local Area Forums	£85.00 charged for 4 hours
S.W.Herts Conservative Association	Occasional Social gathering or meeting (once or twice a year)	£50 for first 2 hours and £21 for each additional hour
School Clubs & Peripatetic Teachers	Before & after school Clubs – term time only Afternoon music lessons – term time only	£10 per session

Non-community rate to hire the hall £50 per hour.

An additional 10% will be charged to those hirers not in possession of Public Liability Insurance. This is paid to County when the school renews its insurance every year.

If the kitchen is used for beverages an additional small charge is made (this charge is subject to VAT).

Nobody is allowed to hire the kitchen and use the ovens.

All hirers are required to submit the following documents to the school office before the letting is authorised to take place:

- Signed School/Hirer Agreement
- Insurance Documents
- Risk Assessments
- Safeguarding/Child Protection Policy
- Complaints Procedures
- Original DBS Certificates (if pupils are taking part in the hirers activity e.g. clubs, music lessons)
- Qualifications (if applicable)

GDPR
All clubs led by external providers liaise directly with parents and therefore they are the data controllers, not the school. Clubs providers are expected to share their own data protection policies and privacy notices with parents who choose to send their children to the clubs.