

Reading Early Years Schools Federation (REYS)



Lettings Policy

Chair of Governors: Julia Cottee

Executive Head teacher: Joanne Budge

Date: June 2026

Date to be reviewed: June 2028

The Governing Board regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Board is to support the school in providing the best possible education for its pupils, and any lettings of the premises to outside organisations will be considered with this in mind.

The nursery school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the nursery school of any use of the premises by an outside organisation must be reimbursed to the school's budget.

To this end groups and individuals may hire certain areas of the nursery school's facilities, subject to availability and in accordance with the terms and conditions for hire as determined by the governing body.

The governors delegate the day-to-day decision making to the Executive Headteacher or Head of School/Nursery Manager, who will arrange for the necessary accounting and administrative procedures in accordance with Reading Borough Council's Financial Regulations.

Definition of a Letting

A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group (such as a local music group, public religious activities or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')." A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Board meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school's delegated budget.

Types of Lettings

Single lettings are those where an individual or organisation wishes to hire facilities on a one-off basis, these lettings should still be subject to a formal lettings agreement and follow the same principles as a continuous letting.

Continuous lettings are those that run for more than 12 weeks (allowing for school holiday enforced breaks).

Charges

The Governing Board is responsible for setting charges for the letting of the school premises.

A charge will be levied which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs"
- Cost of administration
- Cost of "wear and tear"
- Cost of use of school equipment (if applicable)

Charges will be agreed by the Governing Body and reviewed in Spring for implementation on 1st April each year.

The type of user and proposed function will determine the level of charges.

- (a) For groups using the school for a continuous letting.
- (b) For regular lettings
- (c) or single hire

Facilities available and hire charges are listed on the attached accommodation and tariff information sheet.

VAT is payable on equipment except for tables, chairs, and sports equipment.

Health and Safety

To comply with fire regulations, the maximum number of people in the premises during the time of the letting must not exceed Blagdon Nursery 200, Caversham Nursery 120, and New Bridge Nursery 200.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.

No Smoking Policy

REYS Federation Nursery Schools operates a strict No smoking or vaping policy at all times. All users must adhere to this policy and smoke or vape outside the school grounds, failure to do so may result in cleaning charges and or further charges incurred.

Insurance

All users from outside Reading Borough Council must carry sufficient insurance (see the Reading Borough Council conditions of contract at Annex 1). The recommended levels for public liability cover of £5M, although schools have discretion to accept a lower figure (no lower than £1M) if they believe this would cover the risk. Hirers must produce evidence of such insurance prior to the event.

Application to Hire

An application to hire form is attached at Annex 1 and should be completed and returned to the school at least 14 days prior to the proposed date of hiring.

Confirmation or otherwise of the booking will be given in writing within 7 days of receipt of the application to hire form.

Detailed terms and conditions are included in the application hire form, and the hirer will be expected to comply with these. The school cannot provide facilities for weddings, birthday parties, discos (other than those organised by the school for its pupils or parents) or similar functions.

The Governors reserve the right not to hire the school's premises or equipment if they believe it will not be in the interests of the school.

The school premises will not be let for functions where a Public Entertainment Licence is required.

To cause the least inconvenience locally any lettings within the school must terminate by 10.00 p.m. Users must vacate the premises and school site by 10.30 p.m. and any activities etc. must be terminated well in advance to allow vacation by 10.30 p.m.

Payment

With the exception of regular and continuous lettings, a deposit, refundable after the letting, may be requested on booking.

For single event lettings payment will be required at least 7 days before the event is due to take place.

Continuous lettings will be invoiced termly, and payment is required within 14 days.

Items subject to VAT will be shown separately on invoices.

All lettings fees which are received by the school will be paid into the school's individual bank account, to offset the costs of services, staffing etc (which are funded from the school's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that at least a "break even" situation is being achieved.

Notice

At least 3 days-notice of cancellation is required otherwise hirers will be invoiced for the full hire charge.

Lettings agreements for a regular / continuous letting may be terminated with one month's notice on

either side.

Condition of Premises

Hirers are required to clean and tidy the premises at the end of the letting and leave premises and equipment in the condition in which they took it over. The school reserves the right to charge for cleaning or to deduct these costs from the deposit.

Safeguarding

“Organisations or Individuals using school premises. Schools and colleges may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, schools and colleges should follow their safeguarding policies and procedures, including informing the LADO.”
Keeping Children Safe in Education 2026

Every letting will need to have their Safeguarding Policy / Procedure approved by the School’s DSL or agreed to adopt the school’s Child Protection Policy.

The Safeguarding Policy will be filed with the letting agreement.

Annex 1

REYS FEDERATION

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

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

IN CONSIDERATION OF REYS FEDERATION NURSERY SCHOOLS AGREEING TO LET ME

NAME:

ADDRESS:

.....

POSTCODE: 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):

.....

.....

FOR THE PURPOSE OF (State Purpose of Letting):

.....

.....

ON (Insert Date(s)

FROM (Insert Times) ...As needed (Frequent)..... IN ACCORDANCE WITH THE SCHOOL'S LETTINGS POLICY, CONDITIONS OF HIRE AND SCALE OF CHARGES.

VAT: Yes No

I HEREBY AGREE TO TERMS AND CONDITIONS ON REVERSE OF FORM.

SIGNATURE OF HIRER: (where hirer is an individual)

OR AUTHORISED SIGNATORY..... DATE:

(where hirer is a firm or company)

POSITION

WITNESSED BY NAME OF WITNESS
(Signature) (Block Letters)

ADDRESS OF WITNESS

..... POSTCODE

OCCUPATION

The account in respect of payment for the hire of the said accommodation/equipment should be forwarded to:

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 to be returned to the school at least 14 days before the proposed date of letting.

TERMS AND CONDITIONS

1. To hire and use the said accommodation/equipment in accordance with the school's lettings policy, conditions, and charges which I confirm that I have seen and read.
2. 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.
3. 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 any necessary licence (e.g. for the sale of intoxicating liquor) and that all personnel employed by the hirer or involved in the activity concerned will be advised of these conditions.
 - b) 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.
 - c) VAT may be applicable in certain circumstances and for certain lettings. I have enquired at the time of booking whether VAT is payable.
 - d) I will ensure that a responsible person will always be present on the premises during the period for the letting.
 - e) I accept full responsibility for the damages to or theft of the School's and Borough Council's property occurring during the period for which the premises are hired.
 - f) Any cleaning undertaken which, in the opinion of the officers of the school, occurs because of the hiring and outside the scope of the agreed hire charge, will be charged to me at the appropriate rate.
 - g) The School and Reading Borough Council accept no responsibility, whatsoever and howsoever caused, for the loss of personal property brought into or left in the premises during the letting.
 - h) If I discover a hazard in regard to access to School premises or the equipment to be used, I shall take action to make the school's representative aware of the hazard.
 - i) I agree that no equipment will be used without the prior approval of the Headteacher of the School or the School's representative and that the installation of my equipment will be carried out by competent personnel.
 - j) I accept that I should familiarise myself with the position of telephones, escape routes, fire alarms, and firefighting equipment. Notices regarding the procedures in relation to action in the event of the fire will also be studied and the information passed on by me to the users and any other person concerned.
 - k) I shall indemnify the School and Reading Borough Council 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 Reading Borough Council, its servants or agents, the School or its Governing Body.
 - l) 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 hired premises, or personal injury or death of any person whatsoever, 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 £5 million;
 - ii) Accidental damage caused by fire to the premises on hire - £5 million
 - iii) Accidental damage caused to the premises on hire other than fire - £10,000