Meridian Primary School

'Learning for Life, Striving for Excellence'

Lettings Policy

March 2026

A review of charges will take place each March, for April implementation.

1.0 GENERAL

1.1 All applications for the letting of school premises shall be made through the school office.

1.2 The Site Team will be responsible for locking/unlocking the premises in respect of all lettings.

2.0 TERMS & CONDITIONS

The terms and conditions on which the premises are let shall be as follows:-

2.1 BOOKINGS & FEES

(a) All Applications for the hiring of college premises must be made through the school office using the appropriate *Booking Form*. office@meridian.cambs.sch.uk

(b) Bookings can normally only be accepted for up to 6-months in advance.

(c) A Booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. All bookings will be confirmed, in writing, by the school office (*Please do not make any arrangements until you have received written confirmation.)*

(d) The fees charged will be those in force on the day(s) of the hiring; the scale of charges is normally revised with effect from 1st April each year.

(e) All charges are inclusive of caretaking, cleaning, lighting, heating and water (where applicable).

(f) All charges will be invoiced and are payable within **30 days** of Invoice Date.

(g) The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.

2.1a SAFEGUARDING

Meridian Primary School is committed to safeguarding and promoting the welfare of children and young people and expects organisations or clubs hiring the school to share this commitment.

2.2 DEPOSIT

(a) A non-refundable deposit of £15 is required at the time of booking.

2.3 CANCELLATIONS

(a) Notice of cancellation must be given, in writing, to the office at least 14 days before the hiring date. If notice is not received in time then the Hirer will be liable for any costs incurred. Deposits are non-refundable.

(b) The Governing Body reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The

Governing Body shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

2.4 **PUBLIC LIABILITY INSURANCE**

(a) All Hirers must have adequate Public Liability Insurance cover as a condition of the Letting. Please enclose a copy of your own cover with this application.

(b) If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required by the Head of Operations prior to the Letting.

2.5 **HIRERS' RESPONSIBILITIES**

The Hirer shall:

(a) vacate the premises by the time stated on the Booking Form.

(b) obtain the necessary licence if alcohol is to be sold.

(c) Agree and confirm the responsible Designated Premises Supervisor

(d) be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the school against any infringement of copyright.

(e) ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use

(f) fireproof all scenery and props etc. to be used in any performances, in accordance with instructions issued by the County Fire Officer.

(g) observe the School's 'NO SMOKING POLICY'. All those who use the premises are kindly asked to refrain from smoking or vaping on the premises at all times.

(h) observe the School's Health & Safety Policy including for example – not climbing on the roof, logging H&S concerns with the school, ensuring trip and slip hazards are addressed.

(i) comply with all applicable notices and signs.

(j) immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**. (*The Fire Alarm is a continuous ringing of the college bell*).

(k) inform the office by email immediately of any **accidents/incidents.** **office@meridian.cambs.sch.uk**

(l) leave the premises and equipment as found.

(m) If any additional expense is incurred, arising from the letting i.e., damages to school property or equipment, the person/organisation hiring the school / college will be responsible for any such expense and charged accordingly, there would also be additional costs for any extra cleaning.

(n) Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement. **Please note** that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.

(o) Hirers are also responsible for notifying the office of any defects with equipment or the property that they identify whist using the facilities. Notification should be given to the office immediately.

(p) In respect of Item 2.5(m), the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.

(q) The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of Meridian School site, and for preserving good order.

(r) The school cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Governing Body against all claims, demands, actions or proceedings.

(s) The car park is situated in front of the school. All vehicles are parked at the owner's risk. The School takes no responsibility for theft or damage to vehicles while parked on the premises. Car park users must be mindful and respectful of neighbouring residents.

(t) **The hirer must not use school equipment such as PA system, projector, stage lights, kitchen equipment or PE equipment.**

3.0 FORM OF AGREEMENT & INDEMNITY

3.1 A Booking Form must be completed for each letting, giving full details of use of premises/equipment.

3.2 The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted:-

"I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

I hereby indemnify the Governing Body of Meridian Primary School against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.

(In requiring this undertaking the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)"

3.3 The Governors reserve the right to refuse any booking which is deemed unsuitable.

Please expect a lettings review in March of each year with changes in April to meet rises in costs. Any changes will be notified to the hirer as soon as these are determined.

Definitions of lettings:
Commercial lets are events run for profit e.g. a workshop where there is an attendance fee

Local community commercial lets are events run for a profit that serve our Comberton community

Non Commercial lets are non-profit events e.g. birthday party

The charges listed below are for Monday to Friday.

One off Events which take place on a Saturday or Sunday, there is an additional caretaking fee of £25

The school kitchen or classrooms are not available to let.

Monday to Friday			
	Commercial	**Local community commercial**	**Non-commercial (parties)**
Large Hall *(includes access to toilets)*	£30 per hour	£22 per hour	£20 per hour
field/ playgrounds *(includes access to the Lee building toilets)*	£20 per hour	£15 per hour	£10 per hour

Saturdays, Sundays and school Holidays			
	Commercial	**Local community commercial**	**Non-commercial**
Large Hall *(includes access to toilets)*	£40 per hour	£25 per hour	£22 per hour
field/ playgrounds *(includes access to the Lee building toilets)*	£25 per hour	£20 per hour	£15 per hour

ADDITIONAL CHARGES

Setting up/Clearing up time:	This must be allowed for when completing the Booking Form otherwise charges for any additional time will be added to the final invoice.

Please note that the use of ladders and tower scaffold is strictly forbidden unless a current recognised certificate is produced at time of booking.

Meridian School Lettings Application Form
For The Hire of the School Premises

Room(s) _____

Date of proposed hiring _____

Between the hours of _____ and _____ AM/PM

Nature of function for which premises are required

_____

_____

_____

I certify that:

1) I am not less than 18 years of age;
2) I have read the regulations governing the hire of the school premises as given in the Meridian Primary School Lettings Policy;
3) I accept responsibility for the observance of the regulations;
4) *For organisations/clubs: I have safeguarding processes in place as set out in the policy;
5) I hereby indemnify the Governors of the school against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting;
6) I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.

Signed _____

Print _____

Date _____

Organisation (if applicable) _____

Address _____

_____

_____

Contact telephone number _____

_____

Contact email address _____

Please return this form to the school office office@meridian.cambs.sch.uk

Please make a deposit of £15 as soon as possible by bank transfer to:

Bank detail**: NatWest Bank, Sort code 52-10-46, Account number 25738097**
Using your name or organisation name as payment reference.