

# Clapgate

Primary School

## Inspiring Young Minds

# Lettings Policy

Approved by: Headteacher  
Date: May 2026  
Review date: May 2027



Knowledge



Spark



Humanity



Grit



Team

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### 1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

### 2. Areas available for hire

#### 2.1 Available areas

The school will permit the hire of the following areas:

- School Hall
- Meeting Room (Community Cabin)
- Playing Fields

#### 2.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
School Hall 1	112 seated adults plus floor space for 82 seated children. 2 disabled bays	£34.00 per hour
School Hall 2	Maximum number of people 329 (possible because of extra fire door)	£34.00 per hour

AREA	CAPACITY	COST
Community Cabin	Seating for a maximum of 30 Toilet facilities Kitchen area TV with Internet connection	£35 per hour
Playing field – per pitch/ match (2 hours)	Football pitch	£40.00
Playing field – seasonal hire (maximum 12 matches)	Football pitch	£460.00
Changing Facility per match (2 hours)	Changing area with access to toilets	£36.00
Changing Facility seasonal (maximum 12 matches)	Changing area with access to toilets	£420.00

### 3. Charging rates and principles

#### 3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. These charges are based on the School Lettings Service suggested charges for April 2025 – March 2026 (**Appendix 1a**) We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school. We may decide to impose an additional cleaning fee on top of the hiring rates.

#### 3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 4 weeks notice.

A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 4 weeks notice . If less notice than this is given, the licensee shall not be entitled to a refund.

#### 3.3 Review

The revenue raised from hiring out will be reviewed by the **School Business Manager** and will be fed into the school's financial reporting, to ensure best value is being achieved.

### 4. Application process

Those wishing to hire the premises should contact School Lettings Service at [Educ.Lettings@leeds.gov.uk](mailto:Educ.Lettings@leeds.gov.uk) or by telephone on 0113 3787998.

Approval of the application will be determined by the school and the hirer will be notified of the decision by School Lettings Service.

The school reserves the right to decline any application at their discretion, in particular where the hirer does not uphold the values of the school or reputational damage may occur.

All lettings are administered through Leeds City Council School Lettings Service and are subject to the Council's standard terms and conditions of hire, safeguarding requirements, insurance requirements and health and safety procedures.

## **5. Safeguarding**

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

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.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the school safeguarding team as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

## Suggested charges for April 2025 to March 2026

### Appendix 1a - Recommended charging rates for voluntary youth & community use

Facility	Charge to Recommended Groups
School Hall — Primary	£34.00 per hour
School Hall — Secondary	£40.00 per hour
Sports Hall	£42.00 per hour
Gym / Dance Studio	£34.00 per hour
Classroom / Meeting room	£19.00 per hour
Playing Field per Match (2 hours)	£40.00
Playing Field Seasonal Hire (maximum 12 matches)	£460.00
Changing Facility per Match (2 hours)	£36.00
Changing Facility Seasonal (maximum 12 matches)	£420.00
Astro Pitch Full	£108.00 per hour
Astro Pitch per third	£38.00 per hour
Astro Pitch per half	£55.00 per hour
Cricket Field /match	£55.00
Cricket Field / season (max 8 matches)	£440.00

### Appendix 1b - Recommended charging rates for adult & commercial use

Facility	Charge to Commercial Groups
School Hall — Primary	£42.00 per hour
School Hall — Secondary	£46.00 per hour
Sports Hall	£56.00 per hour
Gym / Dance Studio	£42.00 per hour
Classroom / Meeting room	£29.00 per hour
Playing Field per Match (2 hours)	£76.00
Playing Field Seasonal Hire (maximum 12 matches)	£912.00
Changing Facility per Match (2 hours)	£60.00
Changing Facility Seasonal (maximum 12 matches)	£700.00
Astro Pitch Full	£121.00 per hour
Astro Pitch per third	£43.00 per hour
Astro Pitch per half	£62.00 per hour
Cricket Field /match	£68.00
Cricket Field / season (max 8 matches)	£544.00

### Appendix 1c - recommended charging rates at Children's Centres

Facility	Charge to Commercial Groups	Charge to Recommended Groups
Hall, studio or main space (120 sqm +)	£42.00 per hour	£34.00 per hour
Rooms (60-119 sqm)	£33.00 per hour	£26.00 per hour
Rooms (16-60 sqm)	£30.00 per hour	£20.00 per hour
Rooms (up to 15 sqm)	£20.00 per hour	£15.00 per hour
Playing Field per Match (2 hours)	£76.00	£40.00
Playing Field Seasonal (max 12 matches)	£912.00	£460.00
Changing Facility per Match (2 hours)	£60.00	£36.00
Changing Facility Seasonal (max 12 matches)	£700.00	£420.00

### Appendix 1d - actual charges at PFI Schools

Dance or drama studio, specialist rooms	£42.00 per hour	£34.00 per hour
Main Hall, Gym	£46.00 per hour	£40.00 per hour
Sports Hall	£56.00 per hour	£42.00 per hour
Classrooms / smaller rooms	£29.00 per hour	£19.00 per hour
Grass pitch (casual)	£38.00 per hour	£20.00 per hour
Playing Field (casual)	£38.00 per hour	£20.00 per hour
Grass pitch Seasonal (max 12 matches)	£912.00 per season	£460.00 per season
Changing Facility per Match (casual)	£60.00	£36.00
Changing Facility Seasonal (max 12 matches)	£700.00	£420.00