



Chertsey and Dorking Nursery Schools

LETTINGS POLICY

AIMS

The aim of this policy is to provide guidelines for the use of facilities for the benefit of the organisation and its community. The Governing Body has drawn up the following policy.

POLICY STATEMENT

1. The Governors will prioritise the allocation of lettings to services that are consistent with the agenda and ethos of the schools.
2. The Governing Body has the right to refuse any request for hiring.
3. All lettings administration must comply with our terms and conditions which follow Section M (Community Use of Schools) of Surrey County Council Finance Manual.
4. If a letting is for a partner and for the benefit of our families then it is free, in all other cases it is chargeable.
5. The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, has due regard to safeguarding policies and practices and the school's Prevent duty on anti-radicalisation. The school is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require all hirers and individuals working on school premises on behalf of the hirer to have a DBS disclosure at an appropriate level (as defined by the Disclosure and Barring Service).
6. The organisation will vet external hirers through their own due diligence to explore the safeguarding risks to the families who access the organisation and record this on the 'Hire facility' checklist in Appendix 1.
7. If there are any concerns about the suitability of a hirer, then this will be reported to the Education Safeguarding Team.

LETTINGS POLICY

1. Hirers must apply on the organisation's booking form (Appendix 2) and must sign to confirm that they have read and agreed the terms and conditions.
2. A letting will only be confirmed on receipt of the completed booking form and subject to suitable own due diligence. A copy of the lettings policy will be issued with the confirmation.
3. Payment for all lettings shall be made in advance within 1 month of the receipt of invoice or termly in advance where appropriate. No refunds will be given if the hirer is unable to fulfil his part of the lettings agreement. A non-refundable deposit may be requested for lettings.
4. Standard rate V.A.T. may be payable. See Section M of the Finance Manual for details.
5. All non-Education users must be covered by appropriate insurance. If the hirer is not in possession of his/her own insurance policy, then the SCC requirement is that an insurance charge is made as a percentage of the letting fee to ensure current SCC recommended public liability cover.
6. Charges for lettings will be reviewed annually. Further information regarding fees and lettings procedures can be obtained from the office.

7. All hirers will be given a copy of the Safeguarding Leaflet and are expected to adhere to this.
8. Surrey County Council operates a No Smoking or vaping policy on all its premises.
9. All hirers of school facilities should have their own complaints procedure should anyone attending their activity/club have an issue they want to follow through formally.

Approved by the Governing Body: September 2025

To be reviewed by: September 2027

This policy is relevant to:

Nursery staff - yes	Parents - yes
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Based on SCC Model Policy June 2022



Chertsey and Dorking Nursery Schools Hire facility checklist

Name of individual/agency/organisation:	
Address of individual/agency/organisation:	
Name and address of individual/agency/organisation confirmed:	YES/NO (delete as appropriate)
Proposed use of facilities (tick as appropriate):	Conference Room (Dorking) Therapy Room (Dorking) Meeting Room (Chertsey) Training Room (Chertsey) Other
Open source research completed: By: Date completed:	YES/NO (delete as appropriate) Please list open source references below
Individual/agency/organisation assessed as suitable based on open source research:	YES/NO (delete as appropriate) If 'No' please outline reasons below

Appendix 2

PLEASE COMPLETE THIS FORM USING **BLOCK CAPITALS**

ROOM REQUIRED (PLEASE TICK):
CONFERENCE ROOM
THERAPY ROOM
MEETING ROOM
TRAINING ROOM

DATES OF HIRE:

FROM (STATE TIME): TO (STATE TIME):

YOUR NAME: POSITION:

NAME OF ORGANISATION:

ADDRESS:

TEL. NO: E.MAIL:

WILL YOU BE PRESENT DURING THE HIRING PERIOD? YES/NO

IF NOT, PLEASE TELL US ABOUT THE PERSON WHO WILL BE RESPONSIBLE:
NAME OF PERSON:

ADDRESS (if different from above):

TEL NO: E.MAIL:

TYPE OF FUNCTION:

NUMBERS ATTENDING: ADULTS: CHILDREN:

LAYOUT OF ROOM:

EQUIPMENT (please tick if required):

Projector for laptop presentation Flip chart

REFRESHMENTS:

ARE YOU PLANNING TO PROVIDE ANY FOOD/DRINK OF YOUR OWN? YES/NO

DO YOU REQUIRE US TO PROVIDE TEA/COFFEE? YES/NO

IF SO, AT WHAT TIMES:

DO YOU HAVE ADEQUATE INSURANCE? YES/NO

(A condition of hire is written evidence of £5 million public liability insurance. Private hires can be provided with insurance for an additional 15%.)

HIRING FEE: REFRESHMENT FEE:

I accept the terms and conditions of hire (as attached).

I agree to adhere to the current legislation regarding Safeguarding children as outlined in the most recent versions of Keeping Children Safe in Education and in accordance with the Lettings Policy published on the organisations website. I undertake to keep a register of all attendees present throughout the hire period for use in the case of evacuation of the premises, eg in the event of a fire.

Signature on behalf of

Date: