Little Munden C of E (VC) Primary School

Building Good Foundations

Matthew 7, verse 24

Lettings Policy

Adopted by Little Munden Governing Body:

24th June 2025



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, eg. community language classes, as outlined in Section P of the HCC Property Matters guide.

The Local Authority controls the use of 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 Little Munden School are keen to promote the Local Authority policy in encouraging the community use of school buildings 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 Little Munden School premises.

The Governing Body reserves the right to refuse permission to hire to a specific hirer or for a particular event.

Charging Rates

The governors determine their own charges 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 as 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 of the school. However, to promote community use, the Headteacher may use their discretion to charge a discounted rate to certain hirers. This must be discussed with the Headteacher prior to agreement and details recorded with the hirers records.

All hirers must complete the lettings indemnity form agreeing to provide Public Liability Insurance information, or pay to be covered under the school policy, agreeing to pay the £500 excess if a claim is made.

Organised clubs, such as sports clubs, may be subject to VAT charges. See Appendix 3, 4 and 5.

Hire Charges

Hire charges must be fully paid in advance of each session of hire

Hire Charge Rates for 2023 – 2026 (may be reviewed at any time)

Facility	General Rate	Discounted Rate
Hall		
Per hour	£20.00	£10.00
Classroom		
Per hour	£20.00	£10.00
Resources area		
Use of facilities; kettle, microwaves, cooker, fridges and freezer		
Flat Rate	£20.00	
Playing Field/ Playground		
Per hour	£15.00	£7.50

VAT may be payable, dependant on use. Confirmation of this will be given at the time of booking.

There is a standard charge per booking of £10.00 per session for admin & caretaking.

Appendix 1

LETTINGS INDEMNITY FORM

INSURANCE COVER – to comply with the conditions of the hiring agreement.

Please complete where applicable:

* I maintain a Public Liability Insurance Policy and have provided the school with a copy of the current insurance certificate.
* I wish to be covered by Little Munden School's Public Liability Hirers Insurance Policy during the period of hire and agree to pay the premium cost of 10% of the hire with the hire charge.
* I understand that there is an excess payable by me of £500 relating to each and every claim for loss or damage to Little Munden School's property arising from my hire of the premises
* I hereby undertake that in the event of claims arising during my hire of Little Munden School's premises I shall not admit liability to the claimant but immediately forward such claims with a brief report on the incident to the Headteacher, Little Munden School.

Signature _____ Date _____

DECLARATION - Please read before signing:

Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated:

Signature :…….. Date: ……

Name/Organisation …….

For School Use Only:

It is confirmed that the accommodation required is available for the time and date(s) requested.

Signature: …….. Date: ……..

Appendix 2

CLUBS & ASSOCIATIONS

(Or an Organisation representing affiliated clubs or constituent associations e.g. local league)

Declaration of Eligibility for VAT Exemption in respect of a Series of Sessions

Note all references to Clubs should be taken to apply to Associations and organisations representing affiliated clubs or constituent associations.

I hereby declare that I represent the following club:-

……

And that to the best of my knowledge, the following statements characterise the set up of the club:-

- The Club is an organisation of persons (more than one) with an identifiable membership.
- The membership is bound together for a common purpose by an identifiable Constitution or Rules (these may be written or oral).

Appendix 3 – Examples of VAT Treatment

Nature of letting	VAT Treatment of Charge Made
Hire of a room which includes tables and chairs such as for a meeting.	Exempt from VAT
Hire of a room as above with provision of light refreshments (teas and coffees).	Exempt from VAT (except where a separately identifiable charge is made for the refreshments, in which case VAT would be chargeable on this element).
Hire of a hall/room together with the hire of a kitchen, where the Hirer can use the kitchen to prepare food and drink, such as for a children's party.	Exempt from VAT
Hire of a room for a wedding, private party or similar, with catering supplied by the school.	Room Hire: Standard-rated Catering: Standard-rated
Hire of class rooms to a private training company, with catering supplied by the school.	Room Hire: Exempt from VAT Catering: Standard-rated
Hire of a room with access to a bar (where the bar is operated by the local authority who accounts for VAT on the takings).	Exempt from VAT
Hire of a class room together with desks and chairs, flipchart and overhead projector	Exempt from VAT
Hire of hall for a conference/seminar with catering supplied by the school	Hall Hire: Exempt from VAT Catering: Standard-rated
Hire of a specific pitch: - in a car park for a car boot sale - in a hall for an exhibition or trade fair	Exempt from VAT
Hire of a site for a vending machine	Standard-rated
Hire of a sports facility for playing sport or physical recreation	Standard-rated unless conditions of 'Series of Sessions' or 'Over 24 Hours' can be met.
Any hires to other HCC departments or establishments do not attract VAT.	The transaction is internal and falls outside the scope of VAT.

Appendix 4 - Activities classed as Sport or Physical Recreation

Activity	Activity	Activity
Aerobics	Gaelic football	Racketball
Aikido	Gliding	Rackets
American Football	Golf	Racquetball
Angling	Gymnastics	Rambling
Archery	Handball	Real Tennis
Arm wrestling	Hang/Para Gliding	Roller Hockey
Athletics	Highland Games	Roller Skating
Badminton	Hockey	Rounders
Ballooning	Horse Racing	Rowing
Baseball	Hovering	Rugby League
Basketball	Hurling	Rugby Union
Baton Twirling	Ice Hockey	Sailing/yachting (includes canal cruising)
Biathlon	Ice Skating	Sand & Land Yachting
Bicycle Polo	Jet Skiing	Shinty
Billiards	Ju Jitsu	Shooting
Bobsleigh	Judo	Skateboarding
Boccia	Kabaddi	Skiing
Bowls	Karate	Skipping
Boxing	Kendo	Snooker
Camogie	Korfball	Snowboarding
Canoeing	Lacrosse	Softball
Caving	Lawn Tennis	Sombo Wrestling
Chinese Martial Arts	Life Saving	Squash
Circuit Training	Luge	Stoolball
Cricket	Modern Pentathlon	Street Hockey
Croquet	Motor Cycling	Sub-Aqua
Crossbow	Motor Sports	Surf Life Saving
Curling	Mountaineering	Surfing
Cycling	Movement & Dance	Swimming
Dragon Boat Racing	Netball	Table Tennis
Dance	Octopush	Taekwondo
Equestrian	Orienteering	Tang Soo Do
Exercise & Fitness	Parachuting	Tchoukball
Fencing	Petanque	Tenpin Bowling (includes skittles)
Field Sports	Polo	Trampolining
Fives	Pony Trekking	Triathlon
Flying (includes those model flying activities, success in which is dependent on physical skill or fitness)	Pool	Tug of War
Football	Quoits	Unihoc
		Volleyball
		Water Skiing
		Weightlifting
		Wrestling
		Yoga

Appendix 5 - Letting of Sports Facilities for Sport or Physical Recreation – Flow Chart

