



LETTINGS POLICY

BRICKHILL PRIMARY SCHOOL

JANUARY 2021

LETTINGS POLICY

This policy relates to the letting of part or all of Brickhill Primary School for school use, community use and private use out of school hours in order to:

- i. serve the school
 - ii. serve the community
 - iii. increase the school's revenue
1. The Finance, Personnel & Premises committee shall be responsible for the administration of the letting policy, (see terms of reference), which is approved by the whole governing body. In practice it will be implemented by the head teacher who will refer to the subcommittee where appropriate.
 2. Bookings are taken at the discretion of the head teacher. References will be asked for.
 3. It must be ensured that outside bodies hiring the school facilities are competent and have suitable arrangement for the intended use; e.g. adequate supervision and expertise in dealing with emergencies.
 4. The nature of the booking must be suitable for the school premises.
 5. The school may be used as a polling station. The Foundation Stage classroom is the most suitable room and, as such, the rest of the school will remain open as normal.
 6. There are two types of letting.
'A' Letting: These require the Site Manager or designated school official to be present for the whole time; e.g. dances, concerts, fairs, meetings open to the public.
'B' Letting: The Site Manager or designated school official is required to open the building and secure after attendance, e.g. regular clubs.
 7. Charges for lettings will be set after consideration of :
 - i. energy costs
 - ii. site manager or designated school official fees
 - iii. wear and tear
 - iv. insurance costs
 - v. revenue for the schoolThese will be reviewed annually. Current charges are shown in appendix A.
 8. Administration of the policy must adhere to the terms and conditions set out in appendix B
 9. The Site Manager will familiarise the hirer with the notes of guidance, with particular reference to procedures in case of fire.

10. Hirers will be encouraged to hold their own Public Liability Insurance to a minimum limit of indemnity of £5 million, to cover costs of hirers' negligence. The Head Teacher / Business Manager may refuse to accept a booking without such insurance cover by the hirer.
11. If a non-profit making hirer does not have their own Public Liability Insurance, the school will purchase this on their behalf – see Appendix A. The cost of this will be charged to the hirer in addition to the hire fees.
12. We are committed to Safeguarding Children. Where appropriate we would expect the Hirer to follow Safeguarding and Safer Recruitment and DBS guidelines.
13. Charges will be reviewed annually by the Governing Body (*January FPP, Feb FGB*). One month's notice will be given of any changes in fees to all hirers. (*Increases from April – financial year and start of summer pricing*).
14. The Finance & Personnel Manager will report termly (*first FPP mtg of each term*) to the Finance, Personnel and Premises Committee, details of all bookings and any outstanding debts. Where outstanding debts arise, the Headteacher has the right to cancel any future bookings. No further bookings will be accepted from this organisation/individual until the outstanding debt has been cleared. Any future bookings from this organisation or individual will require payment in advance as per the terms and conditions at Appendix B.
15. Although the school is not allowed to subsidise lettings, registered organisations which are recognised as educational/cultural and which undertake a regular programme of approved activities may be eligible for preferential rates at the discretion of the Headteacher. Any variation in the lettings fees requires written authorization from the Headteacher.

This policy statement has been endorsed by the Governing Body, and will be reviewed on an annual basis

Policy reviewed and updated : Signed

APPENDIX A

CHARGES -April 2021- March 2022

'A' LETTING

These will be for school association events and the charge will be waived. Site Manager fees and cost of heating and lighting will be paid from the school's budget.

'B' LETTING

TYPE OF LETTING	COST PER HOUR Or Part of an Hour (minimum booking two hours)
General letting(Daytime and Evening)	£25.00
Daytime during school holidays to include heating during winter months	£120.00 Daily*

* Daily bookings cover 8 hours. Additional hours will be charged at £20 per hour

Charges will be levied as detailed above.
For payment terms and conditions see appendix B.

THIRD PARTY HIRERS LIABILITY INSURANCE

Any persons/groups **who do not have their own public liability cover** who apply to hire the school premises will need to be charged 13.75% of the hire fees plus 5% insurance premium tax for insurance cover, e.g. a hiring fee of £100 will incur an additional £14.44 for public liability cover. Please note this cover is intended for non profit-making individuals/groups only.

APPENDIX B

TERMS AND CONDITIONS FOR LETTINGS

1. Hirers will complete a booking form, obtained from the Business Manager, indicating the exact accommodation required, e.g. hall, classroom and stating if the piano, music centre, overhead projector or television/video/DVD is required. Additional charges may apply for the use of school equipment. It is the hirer's sole responsibility to obtain and comply with Phonographic Performance License regulations.
2. Fourteen days notice is normally required for the hire of the premises.
3. The minimum booking length is 2 hours which must include time preparing for the event and clearing up afterwards. The hirer is expected to leave the building, including the toilets, clean and tidy.
4. Maximum numbers attending must be approved by the head teacher and take due regard of Health & Safety issues. The behaviour and safety of all persons on the premises for this booking are the responsibility of the hirer.
5. The basic charge covers the costs associated with opening and closing the premises; any additional work, e.g. moving furniture / apparatus, will incur a further charge of £5.
6. **One off bookings** – a non-returnable £10 deposit will be required at the time of booking. Balance of hire fees or written cancellation of hire must reach the school not later than 7 days before the date of booking (payment by cash or cheque made payable to Brickhill Primary School). A receipt will be issued on receipt of payment. If payment or written cancellation is not received by this date, the Headteacher has the right to cancel the booking.
7. **Regular bookings** – a deposit equal to 10% of the hire cost will be required at the time of booking. Invoices will be issued by the Business Manager on a monthly basis and will be due for payment within 14 days of the date of the invoice (cash or cheque made payable to Brickhill Primary School). A receipt will be issued on receipt of payment. No reminders will be issued.
8. The price charged will be that which prevails on the day of use.
9. Failure to send a written cancellation where necessary will result in the hirer being liable for the full cost of the hire.
10. Charges will be reviewed annually by the Governing Body.
11. One month's notice will be given of any changes in fees to all hirers.
12. Where outstanding debts arise, the Headteacher has the right to cancel any future bookings. No further bookings will be accepted from this organisation/individual until the outstanding debt has been cleared. Any future bookings from this organisation or individual will require payment in advance.
13. The hirer shall agree to repay the school all expenses which may be incurred by them in cleaning, repairing, making good or replacing any part of the school building or contents thereof which may be lost, damaged or destroyed in consequence of the hirer's use of the school.
14. The hirer should liaise with the Site Manager (outside school hours) for a tour of the premises to familiarise themselves with escape routes and location of fire extinguishers and exit doors.
15. Hirers should refer every visitor to a map in the entrance hall, showing exits and escape routes. Only parts of the school premises has emergency lighting

systems with illuminated exit signs. Hirers should make arrangements for the evacuation of the premises using nominated stewards with torches where appropriate.

16. It is the hirer's responsibility to have First Aid provision. All accidents must be recorded in the school Accident Log. In the absence of school staff, accidents should be notified as soon as possible in order that the log can be updated.
17. If a fire breaks out hirers must call the fire service.
18. Hirers should review regularly the school safety and evacuation procedures.
- ~~19.~~ It is illegal to smoke within the school site.
20. The school accepts no responsibility for the loss or damage to property belonging to the hirer at any time, however caused.
21. Confirmation of your booking will be issued by the Business Manager.

For further information or to make a booking, please contact the Business Manager on Bedford (01234) 401404.

I confirm that I have read, understand and agree to the above Terms and Conditions.

Signed.....

Date.....