

Brindle St James' Church of England Primary School



Lettings Policy

**Policy approved May 2026
to cover 1st September 2026 – 31st August 2027
Renewal due April 2027**

BRINDLE ST JAMES' CE PRIMARY SCHOOL LETTINGS POLICY

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body if a nominated person from school is required on site when the premises are being used or to secure the building at the end of the letting period. If not, a responsible person, from within the organisation, previously agreed with the school must take responsibility for ensuring that the building is properly locked and secured on leaving the premises
6. A Letting Application / Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.
7. If any member of staff at Brindle St James' CE Primary School receives an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities) it will be reported to the schools Designated Senior Leader (DSL). As with any safeguarding allegation, schools and colleges should follow their safeguarding policies and procedures, including informing the LADO.
8. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
11. **Arrangements for the payment of each letting will be made in advance with the hirer concerned.**
12. All cancellations must be made no later than 24hours preceding the lettings time and date. Failure to do so will incur the full charge.
13. Smoking or vaping is not allowed on the premises in line with school policy.
14. Alcoholic Drinks –
 - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school.
15. In the event of the school needing to cancel an agreed letting, the school /governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.
16. The building/ outdoor facilities must be left as they have been found, clean and tidy.

17. There are no outdoor lighting facilities for the field or playground, therefore outdoor hire can only be offered during day light hours.
18. The equipment on the school field must be inspected by the person in charge before use and it is their responsibility to make sure this is used safely.
19. It is not permitted for the fires or the fire pit to be used on the field without first obtaining special permission from the governing board.
20. All gates on the playground will be locked other than the main gate, unless requested in advance.
21. The playground cannot be used as a carpark. Any vehicles requiring access to the playground must be agreed in advance and must be in a good condition so not to spill any oil on the playground surface.

HIRING CONDITIONS

1. In these Conditions:
 - a. "The Owners" means the Governors of the above mentioned school, and "the Agent" means the person acting for the Owners.
 - b. "The Hirer" means the person signing the application form and any organisation for whom he is stated in such form to be acting. The liability under the Hiring agreement of such person and such organisation shall be joint and several.
2. Not more than the number of persons stated in the application form shall be allowed in the school premises at any one time.
3. Use of the school premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form and no subletting is permitted.
4. The Hirer is responsible for, and shall indemnify the Owners, against all damage to the school premises and to any property on the school premises occurring during or in relation to the hiring or while persons are entering or leaving the school premises pursuant to the hire, however and by whomsoever caused.
5. The Owners shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be suffered by or be done or happen to any person resorting to the school premises during or in relation to the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the Local Education Authority or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Owners against any claim which may arise out of the hiring or which may be made by any person resorting to the school premises during or in relation to the hiring in respect of any such loss, damage or injury.
6. The right at any time to enter the school premises and remain on the premises during the hiring is reserved to the Owners and the Agent and any police officer.
7. The Hirer shall ensure that good order is kept in the premises.
8. The Owners (by themselves or the Agent) may put a stop to any entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provisions hereof.
9. No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of the school premises. No articles may be fixed thereto and there shall be no structural alterations to any stage in the school hall.

10. **The Hirer shall at the expiration of the hiring leave the school premises in a clean and orderly state. Failure to do so will result in additional charges for cleaning.**
11. The Hirer shall ensure that all property brought into the premises for the purpose of the hiring is removed before the expiration of the hiring. The Owners shall not be responsible for any property left behind and reserve the right to charge extra while it is in the premises.
12. No slogans, advertisements, flags, emblems or decorations shall be displayed outside the school premises whether affixed to the same or free standing.
13. The Hirer shall remove any slogan, advertisement, flag, emblem or decoration displayed inside the school premises if in the opinion of the Agent it shall be unlawful, unseemly or libellous or expose the premises to an undue risk of fire or is likely to lead to a disturbance or a breach of the peace.
14. No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with and the Hirer shall ensure that users of the premises are aware of the locations of emergency exits and that the Hirer's staff know the location of fire-fighting equipment.
15. Any lights or other electrical apparatus which shall be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded.
16. Playgrounds must not be used for car parking without prior permission.
17. All the conditions attached to any music and dancing licence and any theatre licence for the school premises shall be observed. A copy of each such licence held may be seen on application to the Agent and the Hirer shall be deemed to have had notice of all such conditions.
18. All legal requirements regarding the performing of plays, playing of music and the exhibition of cinematograph films and the sale and consumption of alcoholic liquor shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act, 1956. The Owners or the agent shall be entitled to require proof that the provisions of this clause have been complied with 48 hours before the hiring. All legal requirements of gaming and Lotteries legislation shall similarly be observed without infringement.
19. All scenery and costumes used for stage performances and the like must be fireproofed.
20. The use of the stage lighting and public address system in the hall is **not** included in the hiring and must be negotiated separately.
21. If the hiring includes the use of the school kitchen, the Hirer shall comply with such conditions as the Owners or the Agent may prescribe at the time of the hiring.
22. The Hirer shall make such provision for such Insurance cover as the Owners or their Agent may require and shall pay all premiums due thereunder, and produce the policy or policies of insurance 48 hours before the time of the hiring.
23. In the event of the school needing to cancel an agreed letting, the school /governors will not be liable for any claim for compensation (financial or otherwise) other than the return of any deposit money received.

Letting categories and charges

Lettings/hiring charges are based on four categories. These categories are for general guidance. The Governors may, at their discretion, add further users within the appropriate categories.

Hourly Rates to be applied from 1st September 2025

(These can be discounted/increased at the discretion of the governing Board for the relevant user)

Area of School	Administration Charge per lettings agreement	Total Hourly Charge	Total Hourly Charge for Site Supervisor if required
Band A	The following qualify for free letting: a) All school events (parent consultations, governors meetings, performances, fundraising etc.) b) Parent Forum meetings and functions. The cost of cleaning materials and labour will be charged when 'free hire' of the hall is given for dances or discos (if no admission charge).		
Staffroom or Library Area (with use of the junior, adult and disabled toilets)	Free	Free	N/A
School Hall (with use of Kitchen, infants toilets and disabled toilets)	Free	Free	N/A
Playground & Field	Free	Free	N/A
Playground, Field and infant toilets	Free	Free	N/A

Band B: Regular small scale group or Parent group	a) These lettings are for those who book a room/space on a regular basis and are non-profit ; i.e. once a month/week. Small scale local group providing activities and sessions for the local community including, but not limited to Rainbows, Brownies, Cubs, Scouts etc. It is intended for community groups/ Church Based Groups. b) Parent Forum meetings and functions (when there is an admission charge).		
Staffroom or Library Area (with use of the junior, adult and disabled toilets)	£5.50	£10.00	£16.50
School Hall (with use of Kitchen, infants toilets and disabled toilets)	£5.50	£13.50	£16.50
Playground & Field	£5.50	£10.50	£16.50
Playground, Field and infant toilets	£5.50	£13.50	£16.50

Band C: Small scale business or occasional hire	a) These lettings are for those who book on an occasional basis. The person/group hiring is <u>non-profit making</u> , but they may be fund-raising. b) These lettings are for those who book a room/space on a regular basis and profit making ; i.e. once a month/week. Small scale local businesses providing activities and sessions for the local community including, but not limited to martial arts, dance classes, children's sports groups, health and fitness. It is intended for community groups/ Church Based Groups.		
Staffroom or Library Area (with use of the junior, adult and disabled toilets)	£5.50	£14.50	£16.50
School Hall (with use of Kitchen, infants toilets and disabled toilets)	£5.50	£19.00	£16.50
Playground & Field	£5.50	£13.50	£16.50
Playground, Field and infant toilets	£5.50	£19.00	£16.50

Band D: standard business rate	Large scale private and externally supported business's including, but not limited to, childcare provision and parent support, external staff training, private companies. A deposit will be required. There will also be a payment for caretaking service.		
Staffroom or Library Area (with use of the junior, adult and disabled toilets)	£5.50	£23.00	£16.50
School Hall (with use of Kitchen, infants toilets and disabled toilets)	£5.50	£28.50	£16.50
Playground & Field	£5.50	£23.00	£16.50
Playground, Field and infant toilets	£5.50	£28.50	£16.50

Note:

1. The rates shown provide an indication of the costs of heating the full school premises.
2. This reflects the average hourly cost of a school site supervisor.
3. These charges will be updated annually.

This policy will be reviewed annually by the Governing Board.

Brindle St James' Church of England Primary School



HIRING APPLICATION FOR SCHOOL PREMISES

To be filled in and signed by the hirer

To the Governing Body of the above-mentioned School and to Mrs Austin their Agent.

1. I _____

of (name of Organisation) _____

hereby apply for the hire of the following part(s) of the premises of the above mentioned school:
(Tick area required)

School Hall (including Kitchen)	
Library	
Staff room	
Playground and/or field	
Playground and/or field along with the infant toilets facilities	

Time required from _____ am/pm

Weekly/Monthly/other (please state) _____ starting _____ (please state date) on
Monday /Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday (delete as appropriate)

Time required to _____ am/pm

Weekly/Monthly/other (please state) _____ starting _____ (please state date) on
Monday/Tuesday/Wednesday Thursday/Friday/Saturday/Sunday (delete as appropriate)

Length of agreement _____ (Maximum of 12 months)

Please state the purpose for which the premises are required _____

If the letting is of a commercial nature, please supply details _____

■ Will the general public be admitted YES/NO (delete as appropriate)

If yes approximately how many _____

■ Is copyright music to be played YES/NO (delete as appropriate)

■ Do you intend to use/bring into the premises any additional electrical equipment YES/NO (delete as appropriate)

If YES please supply further details _____

■ Details of any admission charges (If applicable) _____

■ Is alcohol to be served? YES/NO (delete as appropriate)

■ Do you have public liability insurance (please attach a copy) YES/NO (delete as appropriate)

■ Site Supervisor required in attendance YES/NO (delete as appropriate)

(Please note that all lettings agreement cannot run for more than one year and will be renegotiated/renewed annually)

Signed _____ Print _____

On behalf of _____

Address _____

This address will be used for billing purposes Date _____



Brindle St James' Church of England Primary School

LETTINGS AGREEMENT

Agreement & Indemnity (to be completed by all applicants)

In consideration of the Governors the use of the aforementioned premises, I/we agree to pay to the Governors the prescribed hire charge in advance of the letting and to replace or pay to the Governors the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by Blackburn Diocesan Board of Education. Further I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signature _____ Print Name _____
Designation _____ Email address _____
Date _____ Contact Phone number _____

SCHOOL USE ONLY

- 1 This application for the use of school premises is acceptable to us:

YES	NO
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 (delete as appropriate)
- 2 The Governors have determined that this will be:-
(a) A free letting

YES	NO
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 (delete as appropriate)
(b) A chargeable letting at a cost of £..... per hour/session Plus VAT where applicable
- 3 Lettings income will be collected * by the school / by the Authority on our behalf. * (delete as appropriate)

Signed (Headteacher)

To be filled in by the school and to be signed by the hirer

Letting Agreement

Lettings Number: **BSJ-**_____

1. I agree to pay following sum,

i. Hire charge £ _____ Per hour/per session

ii. Plus Additional Charges £ _____

2. For the hire of the following premises _____

3. Not more than _____ persons shall be allowed on the premises during the hiring.

4. I agree to observe and perform the Hiring Conditions relating to the school, which I received with the application form, a copy is available from the school upon request.

5. I have the relevant insurance cover copies of which have been provided

6. I confirm that the necessary DBS checks have been undertaken

7. This hiring is on behalf of:

8. Name of Organisation _____

9. Address of Applicant _____

This address will be used for billing purposes

Contact Telephone Number _____

Email address : _____

whose authority I have to bind them by signing this application on their behalf.

Name _____ (Print)

Signed _____

Date _____

To be completed by the hirer/ provider and checked by the school administrator.

Written Agreement of Safeguarding Responsibilities for a Third Party Provider using a School Site	
Description	Yes/No – Evidence?
1. Does the provider have a Child Protection Policy in place with appropriate arrangements for sharing and reporting any safeguarding/welfare concerns and records to say that staff had read and understood the policy?	
2. Does the provider require it's staff/volunteers to have annual Safeguarding Training and receive regular updates? Is Prevent training undertaken?	
3. Can the provider evidence appropriate safer recruitment and vetting arrangements including DBS clearance that are consistent with guidance in Keeping Children Safe in Education 2023. Providers can seek advice and resources to enable them to comply in this area via the DFE	
4. Can the provider provide evidence that relevant staff have been checked under the Disqualification under the Child Care Act 2006 requirements? (If appropriate)	
5. Can the provider evidence an appropriate arrangements/ risk assessment for the activity including, but not limited to, arrangements for - • Gaining relevant background about any health conditions inc allergies and how any medical conditions will be managed. • Contingency arrangements for a child who becomes ill or is not collected at the end of the session • Communication between provider and the school (access to mobile phone etc)	
6. Does the provider have a Code of Conduct for its staff / volunteers that is consistent with Guidance for Safer Working Practice for Adults Who Work With Children and Young people (2022)	
7. Does the provider have a complaints procedure and management of allegations procedure?	
8. Is the provider affiliated to a local or national professional body?	
9. Does the provider have an appropriately trained First Aider?	
10. Does the provider have relevant insurance?	
11. Has it been made explicitly clear to parents and all stakeholders that the third party providers are responsible for the safeguarding of children in their care.	
12. It has been made explicitly clear to the provider that the school conforms to guidance from Keeping children safe in Education, September 2023 in view of reporting any concerns?	

Completed by (Name) (Hirer/ Provider)

Received by (Name) (School)

Date