



Bramcote Hills Primary School

Lettings Policy

Introduction

This policy has been agreed by the Governing Body and sets out the arrangements concerning the use of school premises, accommodation and facilities outside of the normal school day. The Governing Body of Bramcote Hills Primary School (“the school”) (normally represented by the Head Teacher) are keen to see that the premises at our school are used for the benefit of the whole local community. The education of children is the prime purpose of our school, however we believe education is a lifelong process which should be open and accessible to all. The school recognises that it should exercise control over the use of the school premises outside school hours, set letting fees and have regard to the desirability of use by the local community. In accordance with our safeguarding policy and the prevent strategy, the school reserves the right to decline requests for lettings from organisations that are not in line with the ethos of the school, promote extremism and compromise our approach to equality or safeguarding. This policy sets out the facilities available, the charges and the responsibilities of both the school and the users when the school premises are hired.

In deciding whether or not to let our premises, the school will have regard to the type of activity and the likelihood of any reputational damage being caused to the school or physical damage to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

The school reserves the right to require a reference from a reputable source before any booking is accepted.

We will consider letting to any group able to comply with the terms and conditions outlined within this policy.

The final decision on compliance lies with the school and its Governing Body. On a day-to-day basis, this will be delegated to the Head Teacher who may refer a decision to the F&FP committee, should the need arise. The requirements of the safeguarding checklist (appendix 3) will need to be met before a booking can be confirmed.

Use of School Premises

1 School Use

- 1.1 School use is defined as any activity initiated by the school – This includes, but is not limited to, educational activity, fund-raising (inc PTA), Governors’ meetings, parents’ meetings, and staff meetings.
- 1.2 School activities will be charged no, or minimal, letting fee. Any additional costs incurred will be met from the school budget if required.

2 Subsidised Letting

2.1 Schools are not allowed to subsidise non-school activities and, therefore, overall, the Governing Body expects the school lettings to be self-financing.

3 Private Letting

3.1 Private letting is defined as any activity initiated by a private individual – This includes, but is not limited to, adult and children’s parties.

3.2 Private lettings will be charged the full fee as per Appendix 1 – Occasional Users

4 Community Letting

4.1 Community letting is defined as an activity or event run by volunteers. This is divided in to two groups, Child/Youth Groups and Adult Groups.

4.2 Community lettings will be charged as follows:

Child/Youth Groups - no, or minimal, letting fee unless children are charged

Adult Groups – Full fee as per Appendix 1 – Occasional Users

5 Childcare Letting

5.1 Childcare letting is defined as a club that provided childcare facilities for children of the school. Such an arrangement will be covered by a separate contract.

6. Extra-Curricular Letting

6.1 Extra-curricular letting is defined as a club that is run for children of the school to provide them with additional extra-curricular experiences during or after the school day, (e.g. sport or music clubs). These would be operated by private providers who charge children a participation fee.

Terms and Conditions of Bookings

1. The use of our school premises is permitted by the Governing Body on the understanding that the following rules are adhered to at all times, this is in addition to the Conditions of Hiring on the reverse of the school's *Application for Use of Premises Form*. The safeguarding checklist will also need to be completed prior to any final agreement being made.
2. The person signing the application form, on behalf of their organisation, (then known as the Hirer) is personally responsible for ensuring that all terms and conditions of our lettings policy are adhered to. 'The hirer' is anyone who is hiring, or using with or without a fee, the school premises.
3. Once the Hirer has submitted a completed *Application for Use of Premises Form*, you are automatically bound by all terms and conditions of usage of the premises. The school and the Governing Body have the right to vary these terms and conditions at any time.
4. The school and Governing Body may cancel the letting at any time, including during the event, where it is of the opinion of the school that it would be potentially dangerous to allow the activity to continue or contravenes any of the terms and conditions.
5. The school and Governing Body will not let the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups or are otherwise involved in activities prejudicial to good race relations. Premises will not be let out to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials. Furthermore, the school will not let the school premises to any organiser that does not adhere to the Equality policy of the school and respect the rights of groups that represent a protected characteristic.
6. The school's No Smoking Policy must be adhered to at all times.
7. The hirer shall ensure that activities are conducted in an orderly manner and under adult supervision. All security within the hired area and any losses of goods or personal effects shall be the responsibility of the hirer.
8. The sale or consumption of alcohol is prohibited on the school premises without the hirer obtaining written confirmation on booking from the Head Teacher of the school and holding the appropriate licence. If the hirer is uncertain as to the application of any of the licensing regulations, s/he should obtain further information from the Licensing Officer of Nottinghamshire County Council. The hirer must be able to produce the approved paperwork on request prior, during and after the period of hire.
9. A hirer who is organising events for children must have regard for the requirements of The Children Act 2004.
10. A hirer who is organising events for any person under the age of 18 must, prior to booking, supply the head Teacher with details of its safeguarding procedures. The school reserves the right to deny or cancel any letting if it has a concern about safeguarding, inappropriate activity or a low-level concern as defined in the current Keeping Children Safe in Education document. In cases where there is any concern about safeguarding, lettings can be cancelled with no notice. The school will also require a code of conduct to be signed, understood and followed

by all adults who are running an activity for anyone under the age of 18. The safeguarding checklist (see appendix 3) will need to be completed to the school's satisfaction before any letting can be confirmed.

11. The hirer is responsible for informing the school, of any person sustaining injury or loss on the school premises during the period of the let. This information must be presented in writing to the school within 24 hours of the event. Any further information required by the school must be made available on request.

12. The school and Governing Body reserves the right to seek reparation from the hirer for any damages to school property caused by the hirer and/or their guests.

13. No musical works in the repertoire of the Performing Right Society may be performed in public on the premises except on payment to the Society of the appropriate fee.

14. The School may cancel any permission granted to use the premises if:

(a) it should appear that the same or any part thereof will be required for public or official purposes whether of the School, Governing Body, or otherwise or by anybody or person having a statutory right of user.

(b) any damage has been caused to the premises or to any property of the school thereon by reason of any previous use of the premises by the person or body now wishing to use the premises.

(c) breaches of the requirements of the licensing conditions or of the Justices in connection with public dancing, music or other public entertainments occur.

(d) for any reason, the school or Governing Body deem it necessary or expedient to cancel the license or permit.

(e) for any reason, the school is closed, no compensation shall be payable by school or Governing body, to the hirer or any other person by reason of any such cancellation.

(f) any of the criteria within the safeguarding checklist are compromised. In some cases, there may be no notice or reimbursement given

15. No person under the age of 18 years is permitted on the premises without adequate adult care and supervision.

16. Bookings will not be accepted from any person under 18 years of age.

17. No alterations or additions to the electrical installations at the school may be made. No electrical equipment may be used without being detailed and agreed at the time of booking and must be labelled confirming it has passed a Portable Appliance Test within the previous 12 months. An additional charge may be made to cover the costs of excessive electricity usage.

18. Where any use involves the erection and/or dismantling of a stage or any other equipment of the school, this will be carried out by the school at the expense of the hirer. This will be subject to written agreement and payment at the time of booking and in any case prior to the letting commencing.

19. Any furniture and school equipment must not be moved without the permission of the Head Teacher or their representative. The use of school/classroom equipment including, but not limited to, toys, stationary and books are not included in the letting fee. Any requests for equipment hire will be discussed upon request.

20. No advertising may be placed in any area of the school premises.

20. If the terms and conditions of hiring are contravened in any way, the school reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation or refund of any payment made in respect of such use.

21. It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in a clean and orderly condition in which it was found and is maintained in a safe condition during the letting. All litter and refuse must be removed from the site along with anything brought on to the site by the hirer.

22. Any hirers must have a policy / statement on how those attending the event might raise a complaint to the hirer. Where the complaint is not related to the school or its staff etc., then the school will not become involved and carries no liability.

23. The use of premises is restricted to the times indicated on the approved *Application for Use of Premises Form*. Should the event exceed the agreed times then additional time will be charged on an hourly rate as set out in the Appendix 1.

24. No special preparation may be applied to the floors of the school for dancing or other activities.

25. Any vehicles parked on the school premises are done so at the owners' risk.

26. The hirer may not sublet to any other party.

27. In accordance with GDPR, the hirer should ensure that no persons using the building can come into contact with personal or sensitive information.

28. For the purpose of a function to which the general public are admitted, and at which there may be a large gathering, it is the responsibility of the organisers/hirer to ensure that responsible persons maintain order throughout the whole period of the letting. Due to fire regulations numbers are restricted to 160 seating or 200 standing.

29. Insurance. Hirers will need to provide evidence that they have taken out the appropriate insurance for their activity.

Booking Procedures

Occasional Users

1. Applicants should fill in the '*Application for the Use of Premises Form*' and return to the main school office before any letting can be considered. It would be advantageous to make an initial phone call to the school to ascertain the availability of the facilities. A £20 deposit should be sent with the application form.
2. The person signing the application form (then known as "the Hirer") is responsible for all aspects of the let.
3. By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of the school's lettings policy.
4. A signed application does not guarantee the booking will be granted.
5. Where the application for a let is accepted, the applicant will be sent written confirmation by way of email provisionally confirming the let and an invoice to cover the cost of the let. Any additional returnable deposit required is entirely at the discretion of the school. Once the application has been accepted, the hirer will be required to complete a letting form.
6. The hirer should then pay the booking invoice, in full, in cash, 14 days prior to the date of the let, and ensure that they receive a written confirmation of the booking. This will then confirm the booking agreement. Failure to pay the invoice and/or returnable deposit (where required) will result in the application for the let becoming void.
7. Any requests for amendments to the booking must take place at least 14 days prior to the date of the let. The hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the hirer in writing.
8. As detailed above, a hirer who is organising events for any person under the age of 18 must, prior to booking, supply the head Teacher with details of its safeguarding procedures. The school reserves the right to deny or cancel any letting if it has a concern about safeguarding, inappropriate activity or a low-level concern as defined in the current Keeping Children Safe in Education document. In cases where there is any concern about safeguarding, lettings can be cancelled with no notice. The school will also require a code of conduct to be signed, understood and followed by all adults who are running an activity for anyone under the age of 18.
9. Before any booking is confirmed the hirer must meet with a DSL at school to complete the safeguarding checklist (appendix3) to a satisfactory standard.

Regular Users

1. Applicants should fill in an application/booking form and return to the main school office before any letting can commence. These are to be renewed termly and may be subject to changes in lettings fees.
2. The person signing the application form (then known as "the Hirer") is responsible for all aspects of the letting.
3. By signing the application form and declaration of letting, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school's lettings policy.
4. A signed application does not guarantee the booking will be granted.

5. Fees will be invoiced monthly and payment is required within 7 days of receipt of the invoice. This will then confirm the ongoing booking agreement.

6. It is the responsibility of the hirer to inform the Head Teacher if there has been any safeguarding or criminal concerns raised about any people or might be attending the letting in any capacity. This is still relevant if a concern arises after permission of a letting has been granted. The school may require, in the cases of long running bookings, organisers to submit a renewed DBS check to the Head Teacher.

Approved Activity Users (including Childcare or Extra Curricular Activities)

Approved activities are defined as having benefit for the education or welfare of the school's pupils where the period of hire is entirely within the school's usual opening hours. Examples of approved activities: wrap around child-care operated by the school or a contracted partner; after school activity or sports clubs.

1. Applicants should fill in an application/booking form and return to the main school office before any letting can commence. These are to be renewed on termly basis and may be subject to changes in lettings fees.

2. The person signing the application form (then known as "the Hirer") is responsible for all aspects of the letting.

3. By signing the application form and declaration of letting, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school's lettings policy.

4. A signed application does not guarantee the booking will be granted.

5. Fees will be invoiced monthly and payment is required within 7 days of receipt of the invoice. This will then confirm the ongoing booking agreement.

6. Any person associated with the hiring for approved activities must adhere to the schools Safeguarding Policy and procedures. Such persons arriving at school will clearly need to have provided the school office with DBS certificates and photo identification prior to the period of booking.

7. As detailed above, a hirer who is organising events for any person under the age of 18 must, prior to booking, supply the head Teacher with details of its safeguarding procedures. The school reserves the right to deny or cancel any letting if it has a concern about safeguarding, inappropriate activity or a low-level concern as defined in the current Keeping Children Safe in Education document. In cases where there is any concern about safeguarding, lettings can be cancelled with no notice. The school will also require a code of conduct to be signed, understood and followed by all adults who are running an activity for anyone under the age of 18.

8. It is the responsibility of the hirer to inform the Head Teacher if there has been any safeguarding or criminal concerns raised about any people or might be attending the letting in any capacity. This is still relevant if a concern arises after permission of a letting has been granted. The school may require, in the cases of long running bookings, organisers to submit a renewed DBS check to the Head Teacher.

Special Arrangements

Any special arrangements outside of the users above should be agreed by the school's Governing Body as represented by the Head Teacher.

Booking Times

1. There will be no access to the premises before the commencement of the booked period. Hirers must allow sufficient time for preparation before the event when booking the time of the letting.
2. Access to the premises will be stated when the booking is confirmed in writing and from the booked time only. Car parking availability is extremely limited. Please note that vehicles must not be parked on the driveway or Zig-Zag lines at the entrance to the school drive as emergency vehicles require access at all times.
3. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.

Cancellations

1. The school must be notified in writing of any cancellation as soon as possible.
2. Where notification is given to the school at least 4 weeks prior to the date of the let, 75% of the booking charge will be refunded.
3. Where notification is given to the school between 3-4 weeks prior to the arranged date of the let, the hirer will be entitled to a 50% refund only.
4. Where notification of cancellation is given less than 2 weeks prior to the arranged date of the let, the hirer will not be entitled to any refund.
5. Where a cancellation is made by the school or the Governing Body of the school, the hirer will be entitled to a full refund unless the school has been closed due to an unforeseen emergency (such as boiler failure or extreme weather). The school will endeavour to notify the hirer at the earliest possible moment; however, no guaranteed period of notice can be offered. Regardless of when notification is given to the hirer, the hirer will not be entitled to any compensation.

Please note the above conditions apply for cancellation of total or part of a booking.

Complaints Procedures

Any hirers must have a policy / statement on how those attending the event might raise a complaint to the hirer. Where the complaint is not related to the school or its staff etc., then the school will not become involved and carries no liability.

1. What if the school has a complaint about our group/organisation?

If the school has concerns about a letting the following procedures will be followed:

- a) A representative of the school will raise the concern in writing with the named Hirer.
- b). The situation will be monitored for two sessions to allow the issues to be addressed.
- c). If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note: If the Hirer blatantly breaks the conditions of usage, the letting can still be terminated immediately. If the school terminate a booking agreement following a complaint, then no refund of charges will be issued. Concerns regarding safeguarding procedures or health and safety procedures can result in a termination of agreement without any notice being provided.

2. What if I, as the Hirer, have a complaint about my let or booking agreement?

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed:

1. Talk to the named representative of the school (the School Business Manager) and discuss the problem. Allow 5 working days for the situation to be resolved.
2. If still unresolved, the Hirer should follow the procedure set out in the school's complaints procedure

3. What if a third party complains?

If a third party complains then the following procedures should be followed:

1. Talk to the named representative of the school (the School Business Manager) and discuss the problem. Allow 5 working days for the situation to be resolved.
2. If still unresolved, the Hirer or Third Party should follow the procedure set out in the school's complaints procedure

Appeals Procedure

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.

2. The appeal should be made in writing and will be presented at the next Resources Committee meeting of the Governing Body. The date of the next meeting will be communicated to the hirer.

3. The Hirer will be informed of any action and/or decision taken by the Governing Body.

4. The Governing Body's decision is final.

Appendix 1

Bramcote Hills Primary School

The basic hourly Letting Charge for lettings after 6.00pm will be made up as follows:

- The Site Manager's/Caretaker's fee
- An hourly energy charge
- A contribution to wear and tear and administrative costs

Lettings will provide access to the school hall, dining hall, adult and pupil toilets (as specified when booking).

Access to the playground can be discussed and this would incur an additional charge of £10 per hour.

Lettings Charges

Charges as at 1st June 2025

School Use

There will be no charge for school use.

Private Letting

- The full letting fee should be £25 for the first hour and then an additional £10 for each hour after that. Any time after 9.00pm will be charged at £20 per hour with no letting continuing past 11.00pm.

Community Letting

- The letting fee should be £15 for the first hour and then an additional £10 for each hour after that. Any time after 9.00pm will be charged at £20 per hour with no letting continuing past 11.00pm.

Childcare Letting

This will be detailed in a separate contract but rates will be in accordance to the below.

The basic offer for these childcare facilities is for the dining room, playground and one additional classroom or hall (subject to availability). Use of further classrooms incurs an additional fee of £5 per classroom.

Kids' Club £45 Mon – Thurs per session. £40 Fridays per session

Extra-Curricular Letting

- The letting fee should be a nominal fee of £10 per half term for extra-curricular clubs where providers charge children for attending.

Charges will be confirmed in writing and subject to termly review

Appendix 2

Bramcote Hills Primary School

Application for Use of Premises Form

Date(s) requested (Please telephone to make a provisional enquiry before returning this form)

Arrival time

Departure time

Name of hirer

Address of hirer

Email address

Telephone numbers;

Home

Mobile

Work

Purpose of hire (Please include a comprehensive description of the activities and use of facilities requested)

Number of people expected during the period of hire;

Facilities required See Appendix 1 Lettings Charges of AP School Lettings Policy

How did you hear about the facilities hire at Bramcote Hills?

I agree to the terms & conditions detailed in the school's Lettings Policy, the

Conditions of hiring detailed on the back of this form and agree to pay the stated fee of:

(Please telephone for the fee if you do not know this).

I enclose a deposit of £20 cheque made payable to 'NCC Bramcote Hills Primary School, and agree to

pay the remainder of the fee on receipt of written acceptance by the school.

Signed:

Date:

This form and fee (deposit) should be returned to:

School Business Manager, Bramcote Hills Primary School, Moor Lane, Bramcote,
Nottingham, NG9 3GE, Tel: 0115 9179226

FOR OFFICE USE ONLY

Booking agreed by Extended Services Manager Date:

Deposit received Date:

Responsible Officer appointed Who:

Date:

Booking confirmation sent Date:

Final invoice sent Date:

Final remittance received Date:

Appendix 3

Safeguarding Checklist for hirers - to be completed and approved by school prior to letting being confirmed. This should be updated and checked on an annual basis

Name of Hirer		
Name of person responsible for Safeguarding and Child Protection		
	Yes/No	Seen and approved by:
The hirer has appropriate safeguarding and child protection policies and procedures in place (including how to deal with safeguarding incidents)		
The hirer has supplied the school with a letter of assurance that they have policies and procedures that are in line with the latest 'Keeping Children Safe in Education' and that any employees have been subject to the same pre-employment checks that the school would undertake for their staff.		
All adults engaging in regulated activity with children under the age of 18, should have a DBS check and the details of these should be entered on the school SCR.		
The hirer and all employees engaging in regulated activity with people under the age of 18 can provide evidence of safeguarding training that has been completed within the last three years.		Details of training:
All adults associated with the letting should know that it is not permissible to <ul style="list-style-type: none"> - expose children (under the age of 18) to any physical, sexual, emotional abuse or neglect - have favourites - have photographs of children on their electronic devices - be over familiar with children - engage in any unnecessary touching of children - be on their own with a child, especially behind a closed door - expose children to aggressive, sexualised or inappropriate language or material - expose children to extreme ideologies 		
The hirer should be able to demonstrate what additional checks have been carried out when recruiting adults involved in regular regulated activity. These should include obtaining two references which indicate that there is no known reason why		

the worker is not suitable to work with children and		
Identity checks will be made by the hirer and will be available for unannounced checks by the school		
All adults connected with the hirer should know what constitutes a safeguarding incident and who they should report it to. i.e. one of the DSLs in school and the person responsible for safeguarding (row 2 above). It is the job of the hirer to make any resulting social care referrals but the school's DSL should also be informed immediately. They should also understand that any concerns about the conduct of adults working with children could be reported to Social Care and/or the Local Authority Designated Officer (LADO)		
If conducting a letting out of hours, the hirer must make a note of an emergency contact number to call in case of a safeguarding concern		
All adults associated with the letting should know who they should inform if they have concerns about another adult in the setting and who they can contact if their concerns relate to the aforementioned person. The school reserves the right to contact the LADO about such concerns.		

Emergency contacts for social care

To report a safeguarding concern during the day (including school holiday periods) please contact the MASH on **0300 500 80 90**

For out of office hours - between 5.30pm - 8am Monday to Thursdays, 4.30pm Friday to 8.30am Monday, or Bank Holidays please phone our Emergency Duty Team on **0300 456 4546**.

If a person is in immediate danger call **999**.

Emergencies could include:

- You suspect a child is being abused
- You suspect a vulnerable adult is being abused
- You come across someone who appears to be having a mental health crisis