

Lettings Policy

Date Approved: Autumn 2025

Date for Review: Autumn 2027

Approved By: Strategic Board



The Blidworth and Rainworth Primary School Partnership

1. Introduction

Lettings arrangements relate to the use of the school premises, accommodation and facilities outside of the normal school day. The Governing Body of these schools accept responsibility for the letting of the school premises, for lettings arrangements and for setting letting charges.

2. Definitions

- a) 'School premises' include the site, the playing fields and all buildings on them, including the detached sports hall and MUGAs.
- b) 'School buildings' mean any building or part of any building forming part of the school premises.
- c) 'Appointed person' means an individual appointed by the Governing Body to be responsible for the lettings arrangements for a specified date, usually the Caretaker.

3. The Provisions for Lettings Arrangements

Subject to any such directions by the *East Midlands Education Trust* (The Property Leaseholder) or the *Local Authority* (The Property Landlord) and the statutory requirements of any Act of Parliament, the Governors will control the occupation and use of the premises at all times.

The Governors will accept responsibility for any expenditure incurred by them in respect of the use of the school premises out of school hours, such as the cost of heating and lighting.

Any sums received by the school in respect of the letting or hiring of the school buildings will be retained in the individual School Budgets.

4. Use of School Premises

4.1 General

- a) No lettings fees will be charged for use of the premises for school activities and all costs associated with them will be met from within the school budget.
- b) Governors define school activities as those, which relate to statutory educational provision within the school and other school-originated activities such as fund raising events, Governors' meetings, parents' meetings, staff meetings and pupil meetings.

4.2 Free and Subsidised Lettings

- a) All school lettings will be self-financing since the school cannot subsidise non-school activities out of Budget Share.
- b) Governors recognise that they are permitted to cross-subsidise lettings for community and voluntary use with income from other lettings and will ensure that there is no net cost to the school budget share.

4.3 Use of the School Premises by the Trust:

- a) Governors will seek to recover the **minimum cost** of any expenditure incurred specifically as a result of the premises being used by the Trust outside school session times, e.g. Governor training sessions.
- b) Governors anticipate that any use of the premises by the Trust within school session times will not result in any additional expenditure.
- c) Governors reserve the right to charge an appropriate portion of any letting fee due as a result of an activity taking place partly within school session times and partly outside school session times.
- d) No charges will be made for any letting before 6.00p.m.

4.4 Use for an Election and other Public Purposes

- a) A candidate in a parliamentary election may use a suitable room in the school at reasonable times outside those used for educational purposes for holding public meetings. The candidate will be charged only for any expenses incurred and any damage done.
- b) For the purposes of taking a poll at an election, a returning officer may use a room in the school and will be charged only for any expenses incurred any damage done.

The Blidworth and Rainworth Primary School Partnership

4.5 Conditions of Hire

- a) Governors will consider bookings subject to:-
 - the premises not being required for school purposes;
 - the premises not being required for election purposes;
 - the purposes of hiring the premises is agreed by the Head Teacher and Governors as not being contrary to the ethos of a School;
 - the availability of school staff to open and secure the premises;
 - The Head Teacher and Governors accepting that the likely degree of wear and tear on the premises, including the school fields, is acceptable and covered within the letting fee charged.
- b) The hirer must ensure that the activities are conducted under appropriate adult supervision so as to cause no inconvenience to neighbours of the school. Any proposed letting which it is felt might cause disturbance to local residents will be refused.
- c) It is the responsibility of event/activity organisers to appoint responsible persons to maintain order throughout the letting.
- d) The hirer shall meet the cost of making good all damage caused to the premises or other property and shall indemnify the Governors and the Trust from and against all costs, charges, claims and demands for injury, loss or damage to persons or property. **Hirers are advised to take out insurance cover for the period of the letting.**
- e) The hirers must not remove or stand on school furniture and equipment or remove other fixtures and fittings. Specialist advice must be obtained from the school before attempting to move equipment such as pianos.
- f) The hirers shall complete the forms in appendix 3 and 4 of this document to apply for the hiring of the premises and they shall receive a copy of the form together with its conditions of hiring.
- g) The Governors require that at least 10 days' notice must be given by any potential hirer of the premises.
- h) Notices may not be displayed on school premises without the prior approval of the Head Teacher.
- i) The Governors and the Trust do not accept any liability in respect of parked vehicles at the school site, which are in any way connected with the letting.
- j) It is the responsibility of the hirer to obtain and pay for any necessary licences required in connection with the letting.
- k) Governors require that all electrical equipment being used in any part of the premises be connected to the mains electrical supply via an adapter fitted with a residual current device. The unit must be tested, in accordance with the manufacturer's instructions, before the mains supply is switched on.
- l) No special preparation may be applied to floors; footwear likely to cause damage to floors is not permitted.
- m) Governors reserve the right to cancel lettings of the school fields and all-weather pitch in adverse ground conditions to prevent damage to the surfaces.
- n) Governors assign priority to the use of the school outside normal school hours as follows:-
 - First priority is for specific school purposes.
 - Second priority is for meetings convened by the Trust providing reasonable notice has been given.
 - Third priority is for other lettings.
- o) The Head Teacher must be given 24 hours notice of the cancellation of a letting. In default of this, the appointed person's letting fee will be charged to the hirer.
- p) The hirer may not sublet the letting of the school premises.
- q) The normal finishing time of a letting is 8pm. Should the hirer anticipate that the end time will be later, special application for an extension must be made to the Governors at the time of booking. Governors reserve the right not to accept a booking which terminates after 8pm.
- r) **School Catering Facilities** - The schools catering department, may be prepared to provide a catering service for hirers of the facilities in the school. For details of the services available and their costs, separate application should be made to the Head Teacher at the school.

4.6 Lettings Administration

- a) Governors will undertake to comply with Financial Regulations and ensure that:-
 - no letting is subsidised from the School Budget Share;
 - favourable terms are only offered to groups for use of the premises providing additional lettings income is generated from other groups.
- b) All payments to the appointed person will be made through the payroll system.
- c) Income from lettings will be recorded as income in the school budget.
- d) Lettings charges will be decided by the full Governing Body, will be reviewed annually and will form an Appendix to this policy. The scale of charges will be made available on request to any person

The Blidworth and Rainworth Primary School Partnership

interested in the hiring of the premises. A copy of this policy document will be issued to all persons requesting the scale of hire charges.

- e) Governors may require payment in advance for the hiring the premises. Additional charges may be made for preparation time in advance of the letting and for any cleaning up time after letting.
- f) V.A.T. will be applied to charges as appropriate with current Customs and Excise Regulations.

4.7 Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

Hirers are expected to adhere to government guidance on *After Schools clubs community activities and tuition, Safeguarding guidance for providers*:

<https://dfegovukassets.blob.core.windows.net/assets/14539%20OOS/After-school%20clubs,%20community%20activities,%20and%20tuition%20safeguarding%20provider%20guidance.pdf>

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding training and policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school and provide updates annually.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the school Designated Safeguarding Leader (DSL) as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

4.8 Health and Safety

All hirers will be expected to conform to the relevant Health and Safety regulations - a copy of the Health & Safety poster is displayed in school.

All safety conditions attached to licences granted in respect of the hiring must be strictly observed. Safety equipment provided within the facility must not be interfered with and all gangways and exits must be kept clear of obstruction at all times. Designated and marked fire doors must be kept closed at all times.

Smoking is not permitted anywhere within the facility or within the grounds of the school.

Parking at the facility will be at the owner's risk. Cars must not be parked so as to cause an obstruction to the entrance or exits from the facility and with due respect to local residents.

The facility must be left in a clean and tidy condition after use. In particular where the kitchen area is used as part of the agreed hiring, all unused food must be taken away, the floor swept and all work surfaces washed down and left as found. The Governors reserve the right to charge for additional cleaning as required.

The Blidworth and Rainworth Primary School Partnership

All lights must be turned off and windows and doors must be closed and locked at the termination of the hiring. If keys to the facility are entrusted to the hirer they are the personal responsibility of the hirer and must be returned as specified in the hiring agreement.

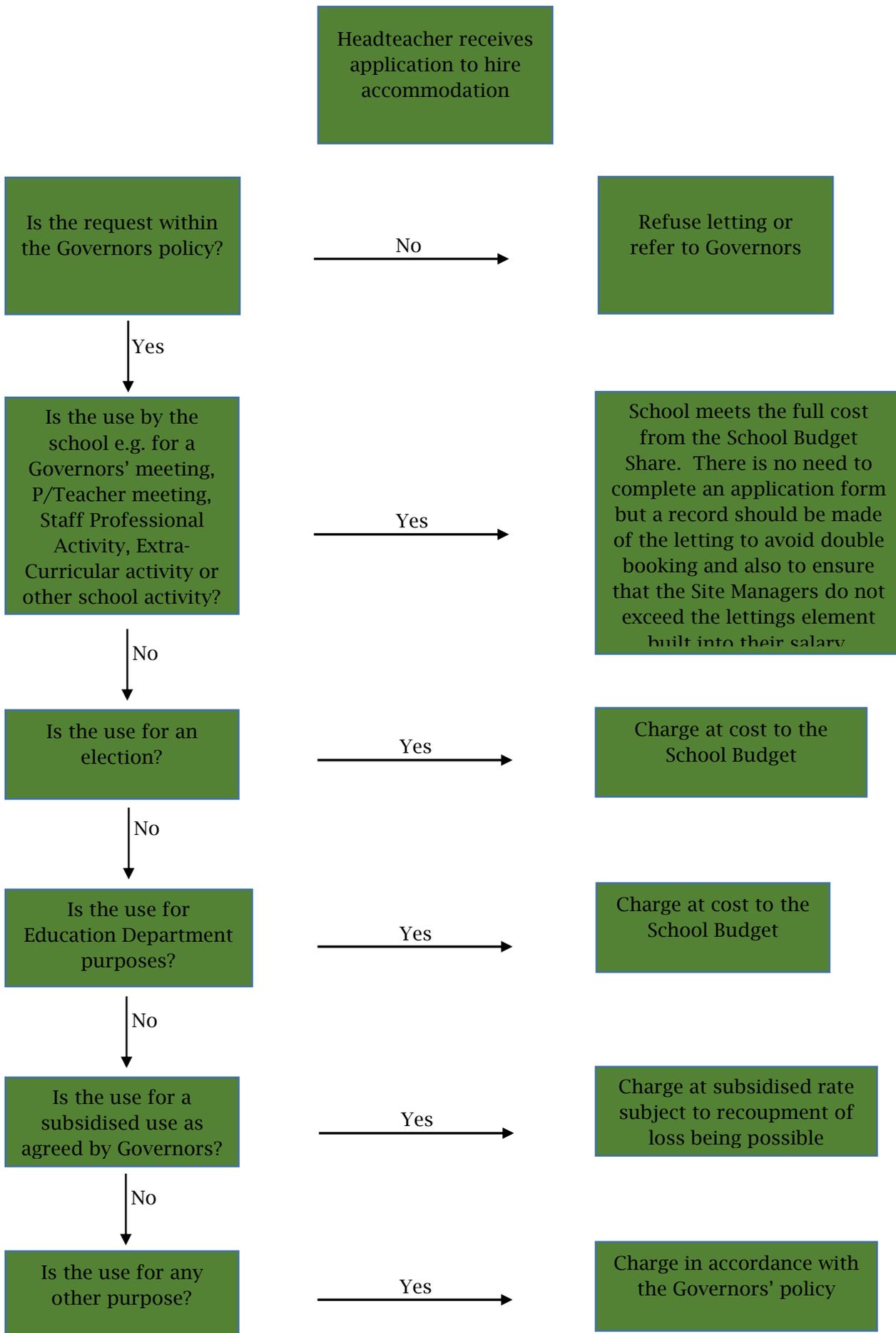
4.8 Policy and Charging Review

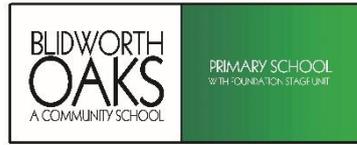
Governors will review this policy annually towards the end of each financial year and will set the scale of charges to be used from the following April.

Appendices

1. Lettings School Premises Action Flow Chart
2. Scale of Charges for the year Sept 2025 to August 2026
3. Conditions of hire
4. Booking Form

Letting School Premises Action Flow Chart





Lettings Fees

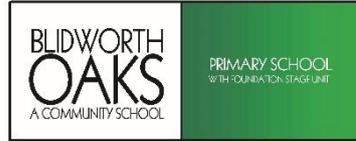
The aim is to provide quality activities at minimal cost. Costs will vary depending on times, caretaker on site, size of room, extra cleaning if required etc. The following is a guide to charges.

HIRE CHARGES

1. Community use	Charges
Main Sports Hall	£30 per 2 hour session* or part thereof
Hire of classroom	£30 per 2 hour session* or part thereof
Hire of MUGA	£20 per 2 hour session* or part thereof
Hire of School Field	£20 per 2 hour session* or part thereof

* For the hire of facilities there will be a minimum charge of 2 hours per booking

All charges and bookings will be agreed in advance using a booking form. Charges will be paid half termly in advance unless by special agreement. One off events will be paid for in advance. The school office will deal with all money and bank in school account in years 1 and 2. The management group can then review the finances with the governing body.



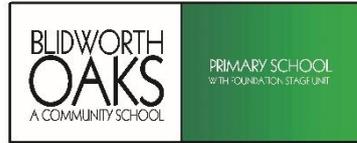
CONDITIONS OF HIRE

We welcome use of our facilities by community groups. We are asking all our user groups to read and agree to the following:

- hire is to be at times as agreed on hire agreement forms
- In exceptional circumstances the school reserves the right to cancel at short notice. In such cases all fees paid will be refunded or an alternative venue offered.
- cancellation within 24 hours of agreed date will incur a 50% charge
- payment should be made in advance for regular bookings on receipt of an invoice
- hirers should have appropriate insurance for their group / activity
- hirers should have a child protection policy (if appropriate)
- times of hire are as agreed on the booking form
- The School does not accept responsibility for any accidents which occur on the premises during the period of hire
- cars are left in the car park at owners' own risk
- fire doors are for emergency use only
- the facilities should be left as found
- a charge will be levied if excess cleaning is required
- there will be a charge for any wilful damage
- Noise level in the hall and outside on the field or MUGA will be kept at a reasonable limit

Please sign both copies of this agreement and return to the school office with your remittance.

<p>I agree to the conditions of hire as detailed above</p> <p>Name.....</p> <p>Signed.....</p>



BOOKING FORM

Name _____

Organisation _____ Position _____

Address _____ Post Code _____

Telephone Contact _____ Email _____

Date(s) required _____

Times _____

Facilities required

Sports Hall _____ MUGA _____ Classroom _____ School Field _____

Other _____

Purpose of Hire _____

Age group _____ Number of children _____ Adults _____

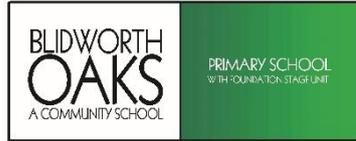
(No. of spectators expected _____ Seating required _____)

Participants with a disability _____

Agreed Fees _____ Cheque / Cash / BACS (please circle)

Account address if different from above

The Blidworth and Rainworth Primary School Partnership



Please ensure that you have read the attached conditions and regulations of hire.

I hereby apply for the facilities detailed above in accordance with the scale of charges and the conditions of hire. I undertake to ensure that charges are paid prior to the commencement of the booking and that the hire conditions and regulations are properly observed. I understand that the fee remains payable if the booking is not honoured.

I agree to indemnify the facility against all actions, claims and demands by any person who suffers or sustain any loss, damage, injury or death, arising out of, or as a result of, the use of the school facilities, or any person authorised by me to use the facilities, due to my negligence, or on the part of such authorised person, during the period of hire.

Signed_____

Date_____

For office use only

Insurance Policy checked_____

Safeguarding Policy checked _____

Agreed fees £

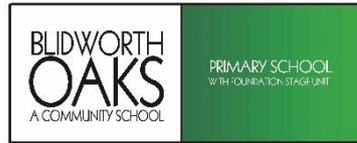
Deposit paid £

The Blidworth and Rainworth Primary School Partnership

Induction Checklist for Lettings of School Premises

Letting Lead Name:		Company:	
	✓ or N/A		✓ or N/A
General Information		Safeguarding	
Welcome and introduce to key staff		Discuss Child Protection procedures	
Provide copy of Lettings Policy		Highlight Designated Child Protection Staff	
Discuss Site Security		Signpost Safeguarding Policy	
Discuss working hours of school and contact details of site manager		Confirm DBS Checks	
Set up communication methods		Discuss Safeguarding Training	
Complaints		Safeguarding/Child Protection Policy in place?	
Appropriate Insurance in place?			
Go through Conditions of Hire Document		Health and safety	
Noise Levels for surrounding houses		Signpost fire exits and fire extinguishers	
Facilities		Highlight fire drill meeting point	
Discuss car parking		Share basic First Aid/accident procedures	
Discuss access to building and layout		Discuss weather closure procedures	
Discuss use of Kitchen		Signpost Risk Assessments	
Location of toilets		Signpost to Emergency Plan	
Access to refreshments		Access Plan	

Letting Lead Signature:		Date:	
Inducting Staff Signature:		Date:	



Information for leaders of lettings using the school premises.

Please amend highlighted sections to be school specific (delete)

Emergency Contacts for Social Care

For emergencies during the day (including school holiday periods) please contact the MASH on:

- **0300 500 80 90**

For emergency 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 seems to be having a mental health crisis

Non- Emergency Safeguarding Contacts

- **The Senior Designated Safeguarding Lead: Mr Shaun Walker (Executive Head Teacher)**
- **The Deputy Safeguarding Lead: Mrs Jodi Ince (Head of School)**
- **Other Safeguarding Lead: Mrs Helen Madeley (Senior Leader)**

Please contact these members of staff to report safeguarding concerns that are not an emergency. Please telephone **01623 792348** to leave a message or to speak to someone directly within the hours of **8am-4.30pm Monday to Friday** (School Term Time) or email your concern confidentially to **office@blidworthoaks.notts.sch.uk**

Other Contacts

If you require any other support while on our school site:

- **Monday to Friday 8am-4.30pm (School Term Time) - please go to the School Office**
- **After 4.30pm or during weekends/school holidays - Please contact the school Caretaker on: XXX**