



Brindishe  
Federation

# **LETTINGS POLICY**

**March 2019**

**Reviewed and approved June 2021**

**Updated Jan 23**

**Updated Jan 2025**

**Reviewed and approved Feb 2025**

## **CONDITIONS OF HIRE OF BRINDISHE PRIMARY SCHOOL PREMISES**

The Governing Body of Brindishe Schools agrees the premises at Brindishe Green, Brindishe Manor and Brindishe Lee are used for the benefit of the whole school community and will have no detrimental impact on the children's education.

This document outlines the school's policy regarding premises hire. It sets out the facilities available, the charges, and the responsibilities of the school and of the users when the school premises are hired.

The overall Premises Hire Policy for the school is the responsibility of the Governing Body; however, decisions regarding lettings and charges are at the discretion of the Executive Head and Head Teacher.

There shall be no variation to these conditions of hire without the prior arrangement of the Governing Body

The Governing Body reserves the right to refuse any application to hire the premises without stating reasons for doing so.

All applications for the hire of the school premises must be made in writing on the prescribed form and returned to the school business manager. When agreed, a lettings pack will be provided to the hirer which must be signed and returned with all relevant and requested documentation prior to the event. No subletting is allowed.

Where a promoting organisation is named in the application to hire, that organisation and its members, shall be jointly and severally liable with the hirer. It shall be the responsibility of the hirer to ensure that the conditions are adhered to by all persons making use of the premises under the terms of hire.

### **The schools would consider the following lets:**

Sports (indoor and outdoor) and exercise classes

Classes: e.g. Weight loss, cookery, training, Saturday school, language school,

Meetings e.g. AGMs, council meetings, multiple schools or Local authority meetings

National Childcare Trust / toddler groups, Wrap around care

Community events, Car boot sales / table top sales

Counsellors, book clubs, artists, Office space,

Hire to the BFG, F@B, and PSFA are free of charge.

### **Venues and facilities available**

#### **Venues**

Brindishe Green: In school hours (Nursery polling station only). All other facilities out of school hours evenings and weekends

Brindishe Manor: In school hours (Training room and school house rooms) all other facilities out of school hours evenings and weekend

Brindishe Lee: In school hours (Dance studio polling station). All other facilities out of school hours evenings and weekends

Lettings can run simultaneously for different hirers using different facilities

Facilities	BG	BM	BL
Large Hall:			
Small Hall:			
Dance Studio			
Training Room			
Sports Pitch			
Multi Use Games Area			
Playground (tarmacked)			
Carpark			
School House Room			
Teaching kitchen			

Equipment required:	
Chairs / benches	
Tables:	
Piano/s:	
Flipchart stand	
Visual / audio equipment	
Kitchen utensils and crockery	
Other specified on request	

The main school kitchens are not available for hire and therefore cannot be used by the hirer.  
The school teaching kitchens can be used if agreed at the point of contract

Where the hired area forms only part of the school premises, access is restricted strictly to those rooms forming the hired area. The hirer shall be liable to pay such additional fees as the school may prescribe if a different area is used.

### Conditions of Hire:

#### Safeguarding & Induction (Link to school's Safeguarding Statement and regulations)

The hirer must be familiar with and conform to the school's Safeguarding Statement and regulations.

The hirer must provide ID and a DBS if hiring facilities within school hours

The hirer must be provided with a full induction by the School Business Manager

The hirer must collate a list of attendees that will be on site

The hirer is responsible for any uncollected children

The hirer must adhere to the maximum capacity of the particular facilities hired (see appendix a)

The Hirer must be familiar with and conform to the school's Equalities Statement

<https://green.brindisheschools.org/page/?title=Equalities&pid=60>

#### Health and Safety

The Hirer must be familiar with and conform to the school's Health and Safety Policy. (copy available)

The hirer must be competently trained in the evacuation procedures

The hirer must provide the relevant number of qualified first aiders and first aid equipment

The hirer must be accountable for first aid reporting, food hygiene and allergens

The hirer must provide all relevant training qualification

The hirer must provide all relevant Risk Assessments

The hirer must provide relevant insurance documentation

The school will notify LBL insurance department of all lettings

The hirer must not use any external play equipment unless agreed within the contract

The hirer is liable for any expenses, liability, loss, claim or proceedings whatsoever arising under statute or of common law in respect of personal injury to, or death of any person, or damage to any property, real or personal, arising directly or indirectly from the hire of the premises, unless due solely to the negligence of the school

The earliest time of hire is 8am unless otherwise agreed.

The premises must be vacated by 9pm (negotiable)

### **Furniture and equipment**

The hirer must agree all furniture or equipment required with the School Business Manager within the contract.

The hirer must undertake any movement of furniture in line with the school's health and safety policy and at the hirers own risk.

The hirer must restore all furniture to its original location and condition after each hiring session.

Toilet and shower facilities will be agreed with the hirer at point of contract.

The hirer must ensure any electrical equipment brought to the school has been PAT tested

Any film or video shown on the hired premises must be age appropriate for the intended audience & within copyright laws. Governors may require the Hirer to give a preview of the film

The hirer must not bolt, nail, tack, pin anything into any part of the hire premises, there must be no damage to the premises from fixings/ displays.

The hirer must consult with the premises team ahead of placing any displays

The hire of the premises does not include the use of any school equipment unless specified in the booking and contract

### **Charge Rates**

Hourly rate - £55 per hour

Daily rate - £160 per day

Weekly rate - £360 per week

Long term rate – POA

Brindishe Children after school clubs £15 per hour

Brindishe Manor school house rooms £30 per hour, £40 per day, £110 per week, £210 per month

Note: The carpark is only available during holidays and weekends. If the carpark is required an additional £10 per hour or £30 (full day 9am-4pm) charge will be applied to the cost of the hire

An additional hourly cleaning charge of £20 may be required depending on the let.

Deductions will be made if the venue is left in an unsatisfactory condition.

The above costs are per club/ class. If multiple clubs/ classes are being run simultaneously the above charge will apply to each club / class

Brindishe Manor weekly and monthly hire is Monday – Friday 7.30am - 5.30pm, rooms could be hired to others in the evenings and weekends

### **Payment**

The hirer must pay a deposit of 50% of the total costs at the time of booking. For long term bookings monthly standing order must be set up prior to the first event

The hirer must pay the full booking charge at least 28 days in advance of the hire (or in full at the time of booking in the case of a booking made less than 28 days in advance),

Payment must be made by bank transfer payable to the relevant school. Account details will be provided. Please put your surname and hire in the reference section.

### **Vehicles**

During school hours the carparks (if applicable to the school) are not available to the hirer. Out of hours the school (if applicable) has limited spaces in the school car park available for use by the Hirer.

No vehicles can be brought into the school playground areas except for disabled access or loading/unloading by agreement with the School Business Manager or for a car boot event.

No movement of vehicles can occur anywhere in the school premises once an event has commenced (other than in the car park).

### **Access**

There is no access to the premises before the commencement of the booking period. Hirers must allow enough time for preparation before the event when booking the duration of the hire.

Hirers must have left the premises by the end of the booking period. Enough time must be included to allow for clearing away.

The Hirer is responsible for leaving the premises clean and tidy. All the Hirer's property, including decorations, must be removed after the hire.

### **Security of Premises**

The premises team will manage all opening and locking up of premises in line with the school's procedures unless it has been agreed to provide key access as part of the contract, in which case keys are accessible from the key safe

### **Damage**

The Hirer is responsible for protecting the premises against damage, and for the good behaviour of all associated users, and will be charged for any damage incurred.

The hirer must ensure stiletto shoes are not worn on any wooden floors and will be liable for damage incurred

The hirer must make the site supervisor aware of any damage at the time of hire

The hirer must alert the School Business Manager regarding any damage the next working day

### **General**

No alcoholic drinks may be brought / sold on site.

No adult parties are allowed.

No animals are allowed on the premises

Smoking is not allowed at any time in any of the buildings or on the grounds.

A member of the school team, acting on the authority of the Governing Body, has the right to terminate any hire if the terms and conditions are not adhered to. No refund will be available.

If the hirer is an organisation, a copy of that organisation's public liability insurance certificate must be provided.

Extraordinary lets or regular Hire discount must be approved by the Head Teacher.

**Cancellations**

The School Business Manager must be notified of any cancellation at least 4 weeks prior to the date of hire.

Where notification is given to the School Business Manager at least 4 weeks prior to the date of the hire, the booking charge will be refunded in full apart from an administration fee of £10.

Where notification of cancellation is given less than 4 weeks prior to the arranged date of the hire, the Hirer is not entitled to any refund.

If the school cancel a booking a refund will be given by cheque

**Declaration**

I have read and agreed to be bound by the standard conditions of Hire attached.

I hereby apply for use of accommodation, as stated on this form. I undertake that if permission is granted, that I am responsible for compliance with the terms and conditions of letting, as laid down in this document CONDITIONS OF HIRE OF BRINDISHE PRIMARY SCHOOL PREMISES, a copy of which has been supplied to me and which I have read and understood.

Whilst using school premises for the purposes described on this form, I will ensure that the Borough’s Equal Opportunities Policy will be adhered to, especially ensuring that there is equity of access and involvement by (a) both genders (If this is compatible with the objects and purposes of the group where it caters specifically for a single sex, or for persons from a specific religious or ethnic background; (b) ethnic minorities; (c) people with disabilities (subject to the constraints imposed by the design, arrangement or facilities of the Premises).

I understand that any damages incurred as a result of this letting of these premises will be invoiced separately

I declare that I am 18 years of age, or over, and undertake that all activities taking place during the hire will be under adult supervision throughout.

Signature of Application: \_\_\_\_\_ Date: \_\_\_\_\_

Signature on behalf of Brindishe Schools: ----- Date: -----

**BRINDISHE PRIMARY SCHOOL APPLICATION TO HIRE PREMISES**

Name of school.....

Name of hirer: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Organisation/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Regular Day/s Used:	Start time:	End time:	Start time:	End time:
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Single use date	
time:	

Single use date	
Time	

Single use date	
Time	

Single use date	
Time	

Will admission be open to the general public?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Is it intended to serve alcohol?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Facilities	BG	BM	BL	Facilities required	notes
Large Hall:				Chairs / benches	
Small Hall:				Tables:	
Dance Studio				Piano/s:	
Training Room				Flipchart stand	
Sports Pitch				Visual / audio equipment	
Multi Use Games Area				Kitchen utensils and crockery	
Playground (tarmacked)				Other specified on request	
Carpark					
School House (state which room) and what facilities					
Teaching kitchen					

Is proof of insurance included with this application? Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>COST</b>
Hourly rate: _____
Daily rate: _____
Weekly rate: _____
Cleaning: _____
Carpark: _____
<b>TOTAL COST:</b>

Print name, date, and sign (office)

\_\_\_\_\_



## Community activities, after-school clubs and tuition checklist

*To be completed on letting/service agreement. Documents must be seen by Brindishe SBM.*

OOSS Checks	To be checked and completed .....
Does the OOSS have an up-to-date safe guarding and child protection policy in place? (see risk assessment for minimum requirements)	Yes  No
Does the OOSS have an up-to-date staff code of conduct or staff behavior policy in place?	Yes  No
Has the OOSS been provided with a copy of Brindishe Schools Child Protection & Safe Guarding Policy?	Yes  No  <i>Provided by .....</i>  <i>Receipt Acknowledge by</i> <i>.....</i>
Are the OOSS Staff minimum Level 1 safe guarding trained?	Yes  No
Name of the Designated Safe Guarding Lead for this OOSS	DSL
Has all vetting information for staff been sent to Ruth Foster (HR Manager) at Brindishe Schools?	Yes  No
Have all OOSS staff been inducted on arrival by Brindishe Schools?	Yes  No
Are all OOSS pediatric first aid trained?	Yes  No

Manager OOSS .....(signed)  
Date .....

Brindishe Schools SBM .....(signed)  
Date .....