



Beaupré
COMMUNITY PRIMARY SCHOOL

Lettings Policy

This policy was approved

December 2025

This policy should be reviewed annually

“Together unlocking the potential of every child; inspiring children and changing lives”

Introduction

It is the policy of the school Governors to maximise the use of the school buildings and grounds, as the school is seen as a resource for the community. We see those community users as being part of our network of skills, talent and resources that can be used to support teaching and learning.

Booking Guidelines

- All bookings, whether regular users or one-offs should be made through the school office, in writing/email.
- Any individual or group wishing to use the school on a one-off basis will be asked to complete a contract and pay in full, immediately thereafter.
- All lettings will be at the discretion of the Governing Body, or its representatives, who retain the right to refuse lettings if they consider it to be in the best interests of the school to do so.
- A Booking will only be accepted, subject to availability, upon completion of an application form or written request. All bookings will be confirmed, in writing, by the school office. (*Please do not make any arrangements until you have received written confirmation.*)
- The fees charged will be those in force on the day(s) of the hiring. All charges will be subject to periodic review by the Governing Body. The minimum increase will be in line with inflation.
- The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.
- All Hirers must comply with the full regulations as set out on the application form.
- Lettings after midnight will not generally be sanctioned. In the event of such a letting being agreed, the Governors stipulate that the hirer pay a bonus charge to the Caretaker, such charge being agreed in advance.
- Charges are available from the office. These charges, whilst being generally competitive with others in the area, are based on an average cost to cover heating, lighting, water, sewerage and caretaking costs throughout the year.

Safeguarding

Under the Education Act 2002 schools must 'make arrangements to safeguard and promote the welfare of children'. Beaupré Primary School is fully committed to safeguarding and promoting the welfare of children, and all our policies and procedures are designed with this in mind.

Therefore, any individual, organisation, club or group hiring school premises in order to provide activities for children below the age of 18 must have in place appropriate safeguarding and child protection policies and procedures compatible with those of the school. These should meet the DFE guidance on Keeping children safe in out-of-school settings. They must also be able to show a copy of current DBS for any and all staff/volunteers involved in the activity or a letter of assurance to demonstrate that the necessary DBS and checks have been completed. We reserve the right to see these documents before agreeing to any hire and no booking will be approved without them.

They must also accept and agree to follow the school's safeguarding procedures which we will discuss and share with them. This includes (but is not limited to) ensuring:

- all activities are designed to ensure the safety of children
- appropriate levels of supervision are in place
- first aid arrangements are in place
- evacuation procedures are made clear to attendees.

Any individual, organisation, club or group hiring school premises for activities involving children must agree to report any accidents, incidents or safeguarding concerns which may arise, to the relevant authority and to the headteacher or DSLs, as soon as possible, and in any case within 24 hours. The Designated Safeguarding Lead can be contacted on 01945 772 439 or via email at head@beaupre.cambs.sch.uk.

Health & Safety - School Playing Field

Letting of the school playing field presents some additional considerations regarding the fitness of facilities, as well as charging.

Pitches must not be used if waterlogged. This is particularly important if surface water exists, players could be faced with the danger of choking if they are face down in a maul for any period of time. The school needs to be satisfied that, through regular inspection, goal posts are secure both in the ground and at the various joints and that, generally, they are in a fit state of repair.

As well as considering Health & Safety issues identified, consideration must also take into account the prospective additional maintenance costs when determining whether a playing field should be regarded as fit for use. Repair costs could escalate if the field is used when unfit.

The additional marking of the school pitches, contact should be made through the school, giving at least 5 days' notice. There is an additional charge for this work and consideration must be taken into the overall cost of such a letting.

The hirer must ensure that school resources are not used by any persons during the booking. This includes, but is not limited to:

- Climbing walls
- Clamber areas
- Climbing frames
- Adventure play equipment
- OPAL resources

Licenses and Insurance

All Hirers must have adequate Public Liability Insurance cover as a condition of the Letting. If Public Liability Insurance is not held by your organisation/group, you must ensure that adequate cover is obtained. Written confirmation from the insurance company or broker concerned will be required prior to the letting.

All hirers must obtain the appropriate licencing as required by the Licensing Act 2003, for the activities they wish to partake in on the school site. The hirer alone is responsible for assessing the need for such licencing and is alone responsible for any outcomes arising from the lack of appropriate licencing. This licencing includes (but is not limited to):

- an appropriate license for the sale of alcohol
- the license of the owner of the copyright of any dramatic or musical work intended to be performed or sung, indemnifying the School against any infringement of copyright.
- A license for the provision of any regulated entertainment

Fire Prevention Guidance

Hirers must be aware of the Fire Regulations and the Security Arrangements for the premises. A copy of school's floor plan showing fire points, exits and extinguishers will be provided and hirers are expected to familiarise themselves with these in the interest of their own Health & Safety. They must also, provide their own mobile phone for emergency use, as the school offices will be locked.

Hirers must also comply with the following fire safety guidelines as recommended by Cambridgeshire County Council's model lettings policy:

- Immediately evacuate the premises by the nearest Fire Exit on the sounding of the fire alarm. (*The fire alarm is a continuous ringing of the school bell*).
- Fireproof all scenery and props etc. to be used in any performances, in accordance with instructions issued by the County Fire Officer.
- Observe the School's 'No Smoking Policy'. All those who use the premises are kindly asked to refrain from smoking on the premises at all times.

All hirers must also follow the accommodation capacity specifications below.

The Capacity of Accommodation – School Hall

Performances/Events with chairs - 200 - this is the number of chairs available but is also the max number of people permitted including people on the stage etc.

Assembly/Event with no furniture - 200

Dining - 120 (14 tables of 8)

The Caretaker

The Caretaker or designated keyholder will be responsible for locking and unlocking the building in respect of all lettings. They will be paid at the appropriate rate as agreed by governors. Permanent lettings will be at the discretion of the caretaker and the times that they can work.

Where the Caretaker undertakes additional duties in connection with school activities on Saturday or Sunday he/she shall receive payment for time involved at the appropriate overtime rate for the duties undertaken. For activities not relating to the school, the appropriate lettings agreement payment will apply.

Lettings to Outside Organisations – Charging and VAT

- All letting charges to outside organisations are costed according to Governors wishes.
- VAT is applicable when letting the school premises for sporting events for less than 10 sessions unless the hirer qualifies for VAT exemption. To qualify for VAT exemption, clubs must comply with conditions as laid down by the Department of Customs and Excise.
- Where VAT is chargeable in addition to the letting fee, a separate VAT invoice should be issued to the VAT registered group, if requested, at the time payment is made to the school and must not be issued in advance of payment being received.
- Calculations required formulate a lettings charge are made up of the following:-
 - a) cost of Caretakers wages
 - b) cost of oil, electricity, sewerage, water

Payment

- Invoices will be forwarded on a half termly basis for regular bookings.
- Payment by BACs – payment details will be detailed on all invoices.
- Where one-off bookings and additional holiday bookings are made, these will be invoiced immediately thereafter.
- Invoices are payable strictly within 14 days from the date of the invoice. **Late payment may incur additional charges.**
- Failure to comply with the above may result in future bookings being withdrawn.

Cancellation

All cancellations should be made at least **48 hours in advance**, in writing to the school office. If notice is not received within this time frame, then the Hirer will be liable for any costs incurred. Deposits are non-refundable. Exceptional circumstances will be considered.

It is the absolute right of the Governing Body to refuse any booking. They also reserve the right, by notice to the hirer, to terminate the hiring at any time, for any reason, and to return to the hirer any monies paid by way of deposit. The Governing Body shall not be under any liability to the hirer for any loss or damages they may sustain arising out of such termination.

Facilities Available

- School Hall – see maximum capacity above.
- Children's Kitchen
- Playing Field

If you wish to hire more than one area an additional price will be charged.

Car Parking

Use of the school parking facilities must be agreed at the time of booking and any agreement made should be adhered to by the hirer. Use of such facilities must be in line with the guidelines below.

- Parking must be restricted to the designated parking area.
- Only the persons agreed during the hiring should use the parking facilities.
- Parking must not restrict daily operations of the school or access for the emergency services.
- Any 'dashcams' must be deactivated or removed while on the school site.
- Access to the rear of the school must not be obstructed by parked cars.

Cars are parked at the owner's risk and the school takes no responsibility for theft or damage to vehicles while parked on the premises.

Additionally, we ask that when parking nearby the premises, you do so in line with the law and with respect and care for our neighbours. Please observe the parking restrictions signposted outside the school and consider that any double parking could restrict emergency vehicles leaving the nearby fire station.

Hirer's Responsibilities

- Electrical equipment must NOT be brought into the premises unless it has been checked, PAT tested and has a current certificate to confirm that it complies with the Electricity at Work regulations.
- The hirer shall pay the cost of reinstating or replacing or repairing any part or parts of the premises which has been damaged, destroyed, stolen or removed as a result of negligence of the hirer or his invitees during the period of hire. There would also be additional costs for any extra cleaning required due to the hirers use of the premises.
- All hirers must leave the premises and equipment in the condition they found it. No nails or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
- The hirer must arrange insurance to cover the terms of indemnity set out above and produce for inspection, written confirmation of insurance.
- The hirer is responsible for ensuring that any activity or service they provide is undertaken by competent persons e.g. trainers, leaders etc. and that the activities, where appropriate, have been subject to a suitable and sufficient risk assessment.
- The hirer must ensure that any activity or service they provide meets Cambridgeshire's Child Protection requirements by providing a copy of their Child Protection Policy and Procedures.
- The hirer shall obtain the appropriate personal licenses as required by the Licensing Act 2003.
- Beaupré School operates a 'no smoking' whole school policy. This applies to the entire school site, both indoors and outdoors, and includes vaping.
- The hirer must vacate the premises by the time stated on the application form.
- Upon booking, agree and confirm a Designated Premises Supervisor who will ensure the terms of the hiring are complied with, and who will liaise with the school regarding the hiring.
- Ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use
- Comply with all applicable notices and signs
- Observe the school's Health & Safety Policy.
- The hirer should notify the office of any defects with equipment or the property that they identify whilst using the facilities.
- The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of our site, and for preserving good order.
- The school cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Governing Body against all claims, demands, actions or proceedings.

Applications

1. Two copies of the form are sent: both are signed and returned to the school.
2. The letting is approved by the Resources Committee or Headteacher on behalf of the Resources Committee and the Caretaker are informed. If the Caretaker is not able to carry out the duties involved, a 'key holder' will be sought. Payment will be made at the same rate as the Caretaker.
3. One copy of the letting application form or letter is returned to the applicant.

4. The hirer is informed on the letting fee which is payable half termly. Payments are made directly to the school and should be received within 14 days of the date on the invoice. A £5.00 administration charge may be added to reminder invoices.
5. Applications should not be accepted from anyone under the age of 18, unless an undertaking to be responsible for the fees is received in writing from a guarantor.
6. Public Liability cover should be obtained and a copy provided with your contract.

Unsuitable Hirers

If the school is concerned about any applications received, the Governors should be consulted.

Political Favour

Governors should avoid displaying political favour when considering applications from political parties.

General

- The Governors reserve the right to refuse entry to every part of the premises at any time when duly authorised so to enter.
- The wearing of footwear of any kind which is liable to cause damage to the floor of the hall is prohibited.
- Beaupré School is not responsible for any items stored/used within school.
- The hirer must not neglect the security of the building during the hiring, and must ensure that security doors are not left open or unattended, that access to the site by unauthorized persons is not allowed and that any breach in security is reported immediately to the school and relevant authorities.
- The hirer must report any accident or damage which occurs during use of the premises.
- Hirers should provide their own First Aid equipment.
- Hirers should not allow unsupervised persons access to any other areas that are not being hired. Hirers should ensure that there are sufficient staff to provide adequate supervision to prevent this from occurring.
- Hirers should ensure they keep access to the building clear for emergency services and access routes for emergency vehicles.

Access

If there is a problem regarding access, the Caretaker; Mr. Dawe should be contacted. His details are provided at booking.