

# Brookland Federation

*'Brookland Junior School'*

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## Lettings Policy



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<b>Written by:</b> Mandeep Barton	
<b>Approved by:</b> Governors	
<b>Next review due by:</b> October 2026	

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## 1. Purpose

The purpose of this policy is to ensure that the most effective use is made of the school premises. We believe that our school should be a centre for lifelong learning and a resource for parents and the wider community. We recognise that the facilities could generate resources for the school. The policy sets out the criteria for making decisions on requests for use by external organisations.

## 2. Relationship to other policies

This policy should be read in conjunction with the accessibility plan, single equalities scheme and the health and safety policy.

### 2.1. Roles and responsibilities of head teachers, other staff, governors

The Executive Headteacher / Heads of School will:

- Establish a central booking system (see attached Application to Hire and Lettings Agreement)
- Apply the criteria agreed by the governing body and consult the resources committee on requests for bookings which do not meet them or where there is a potential conflict of interest.
- In agreement with the resources committee, headteacher and school business manager, agree to any changes to the charges set out in schedule 1 and 2 below.
- Provide a list of current lettings for each resource committee meeting.
- Lettings are term time only and any lettings outside these periods are agreed at the heads discretion, depending on school requirements and staff availability.

The governing body, with advice from the headteacher, will set charges for lettings guided by the following principles.

- Balance the desire to generate income against the desire to support “worthy” groups within the community.
- Ensure that use by external organisations does not degrade the standards of the facilities to the extent that they are no longer suitable for use by pupils.
- Consider issues of political balance.
- Consider the implications of all requests received for the health, safety and security of pupils and staff, ensuring that all lettings can conform to relevant health and safety regulations.
- Consider the implications for workload of all staff on any decisions it makes

The premises may be let for functions where a public entertainment licence or a licensed premises licence is required provided that this is agreed in advance with the heads and the organisation concerned obtains the necessary licence.

School events take priority over any hiring and as much notice as reasonably possible will be given, alternative space will be offered where appropriate

## 2.2 Charges set for different groups

- Use by the friends and family PTFA will be free of charge.
- Lettings to bona fide non profit making community groups will be charged at the levels indicated in schedule 1 below.
- Use by school staff will be charged at the levels indicated in schedule 1 below if the club involves children from Brookland Junior School.
- Where a letting is subsidised by the youth and community service, that service will determine the proportion of the letting charge to be paid directly by the hirer.
- Lettings to all other hirers will be charged at the levels set out in schedule 2 below.

## 2.3 Arrangements for monitoring and evaluation

The resources committee will receive update reports on a regular basis of their schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

All hirers hiring the school premises must undertake to leave the building in a clean and presentable manner. This will be monitored by the school business manager and the site manager.

All hirers must carry sufficient third party liability insurance to satisfy Hertfordshire County Council requirements, and provide appropriate evidence before hiring takes place (Appendix 1). If the hirer does not have their own third party liability insurance, it may be provided by the school at an additional cost.

Hirers must have their own insurance in regard to property they are leaving on site. The school can use its discretion to move and/or relocate any items that interfere with school activities or business. The school can not take responsibility for any items lost or damaged.

The committee will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

## 3. Charging rates

The governors determine their own charges for all lettings outside the free letting scheme taking into consideration basic running costs, e.g. heating, caretaking and cleaning, etc. These rates are reviewed by the resources committee on an annual basis, usually as part of the budget setting process, and the new rates approved through the governing body as recorded in their minutes. The new rates are normally implemented from the start of each academic year.

### Schedule of charges

	Schedule 1	Schedule 2
<b>1 hour</b>	£17.50	£20.00
<b>2 hours</b>	£30.00	£35.00
<b>3 hours</b>	£40.00	£55.00
<b>4 hours</b>	£60.00	£75.00
<b>Full day</b>	£100.00	£110.00

A 10% discount may be applied if bookings are made and paid for half termly in advance. All fees are subject to the current VAT. (n.b if a block booking of 10 sessions are booked and subsequently sessions are cancelled then VAT will retrospectively be charged on the past future bookings)

#### **4. Payment Terms**

All fees are required to be paid before the hiring date and before the start of a new term. For all individual hiring, 50% is required to be paid at the time of booking with the final 50% due on the working day before booking date (if this is a school holiday then the last day of term) Block bookings require the following payment schedules:

- Time of booking: 50% of block booking fee.
- Working day before the 3<sup>rd</sup> session: 30% of total fee due
- 5 working days before the final session balance of fees, 20%, due.

Any non-payment of fees, or breaching of the letting agreement may result in the booking being cancelled and future booking requests being refused.

#### **5. Governor Responsibilities**

The law states that governors control the use of the school premises outside normal school hours, but they comply with any directions given by the local authority

The local authority has a legal requirement placed on them to provide accommodation for certain bodies, i.e. community language classes, as outlined in section P of the HCC property matters guide.

The local authority controls the use of (community) school premises during normal school hours but the day-to-day management is the responsibility of the headteacher. If there is a surplus of accommodation during the normal school day then the headteacher can let those facilities on a normal letting basis (i.e. governors cannot enter into a lease or tenancy agreement.)

The governors of the Brookland Federation are keen to promote the local authority policy in encouraging the community use of school buildings and facilities.

Daily control of the school lettings is the responsibility of the headteacher (and her staff), who is authorised to negotiate fees within the limits determined by the governing body.

The school business manager is responsible for managing records for each organisation/individual hiring the Brookland Junior school premises.

## Appendix 1 - Application to hire accommodation/premises

Submit this application to the school business manager at least 14 days in advance of hiring.

### Hirer details

Hirer company/business name: \_\_\_\_\_

Name of Hire: \_\_\_\_\_

Contact email: \_\_\_\_\_

Mobile number: \_\_\_\_\_

I understand that there is a £50.00 deposit payable at the time of booking, returnable after the event, if the premises are left in the condition found. I understand that there is an excess payable by me of £250 relating to each and every claim for the loss or damage to Brookland Federation property arising from the hire of the premises.

### Dates and times of letting/hiring

Day ( <i>Monday, Tuesday, etc..</i> )	Timing ( <i>for example 3.30-5.30</i> )	Number of hours ( <i>2</i> )	Area ( <i>for example Hall, dining room, field</i> )

School events will take priority over any hirings. At least 48 hours notice will be given but it is usual that notice will be prior to this in line with the school calendar. If possible the hirer will be re-located to another appropriate area, where this is not feasible a refund of the hours will be offered.

## Appendix 2 - Lettings agreement Between Brookland Federation and Hirer

In accordance with HCC guidelines I have:	Yes/No
Completed and provided a copy of a relevant risk assessment for the purpose of the hiring. Ensuring updated copies are given to the SBM/Headteacher annually or when updated.	
Provided evidence of third party liability insurance or paid an additional premium to the school for the above annually.	
Provide evidence of public liability insurance and provide the school with a copy of the insurance certificate annually	
Ascertained where the fire exits, alarm points and extinguishers are located	
I have first aid training or a first aider on site when running classes/hirings I provided my own first aid kit. I am aware that the school has a defibrillator and can locate it if required	
I understand that Brookland Federation is a no smoking and dog free site and will ensure that all participants involved in the letting will adhere to this policy	
I take responsibility for setting up all equipment required and returning the equipment back to its original position.	
I have provided my safeguarding policy to the school business manager if I have children participating as part of my hiring. This is updated annually and given to the school each year.	
If you hold keys to the site these are only to be used by the responsible person and copies <b>MUST</b> not be given without the express permission of the school. If keys are lost or stolen you must report this to the school immediately.	

I hereby undertake that in the event of claims arising during my hire of Brookland Federation's premises I shall not admit liability to the claimant but immediately forward such claims with a brief report on the incident to the headteacher/school business manager.

Signature:

Date: