



Lettings Policy

BEDWELL PRIMARY SCHOOL

**Bedwell Crescent,
Stevenage, Herts, SG1 1NJ**

Revised October 2024

Reviewed January 2026

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. This policy sets out and the criteria for making decisions on requests for use by external organisations and the process for setting up and managing hire agreements.

2. Roles and responsibilities of Headteacher and Governing Body

2.1 The Headteacher will:

- be the initial point of contact for letting requests
- consult with the Governing Body on requests for bookings
- recommend appropriate rates for lettings

2.2 The Governing Body, with advice from the Headteacher, will:

- balance the desire to generate income against the desire to support community groups and provide wider opportunities for our children
- set rates for lettings
- consider requests for bookings and approve hirings which meet the school's criteria
- take a positive approach to enhancing learning opportunities for the whole school community through promoting community use of the school.
- 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 the implications of all requests received for the health, safety and security of pupils and staff.
- consider the implications for workload of all staff of any decisions it makes.

3. Arrangements for monitoring and evaluation

The Governing Body will receive reports from the Headteacher on a termly basis of the schedule of use of the school outside of the school day, the number of groups involved and the net profit from such activities.

Issues that required intervention by the Headteacher will be noted, together with the action taken and the outcome. The Governing Body will consider whether the additional use of the school premises is achieving the purposes set out at the start of this policy.

4. Rates and payments

Rates for letting will be agreed at the time of the request in line with agreed rates. While the precise nature of each letting (time of day, rooms used, cleaning required after letting etc.) will vary from case to case, the Headteacher and Governing Body will aim to ensure that rates are set consistently and fairly.

All payments must be made within 28 days of the hiring.

Hirers will be charged for the use of the premises if they do not give adequate notice of their cancellation of the booking.

5. Insurance

Prior to the first session of any hire period, the Office Manager will ensure that the hirer holds their own public liability insurance with a minimum value of £2,000,000. A copy of the insurance certificate must be obtained and passed to the Office Manager for retention.

Hirers will take responsibility for any damage caused to the school building as a result of their hire, or caused by those who are on-site as a result of the hire (eg. where damage is caused by children attending an event run by the hirer).

6. Health and Safety

6.1 Evacuation procedure

Hirers must ensure that evacuation procedures in the event of an emergency are explained to visitors at the start of the session. Fire exit doors must be kept clear at all times and it must be possible to evacuate the building within a reasonable period of time in all circumstances.

Hirers must keep a register of people (children and adults) who are on site at any given time and have this readily available in case of evacuation.

6.2 Prohibited activities

- Smoking is not allowed on the school site at any time
- Alcohol should not be sold or otherwise provided as part of the hiring.
- Hirers must not make any alteration to the fabric of the building (drilling holes, hanging pictures, moving fixed items of furniture etc).
- Where vehicles are brought onto the school site, hirers must supervise their movements at all times.
- No animals should be brought onto site (except for guide dogs) unless specific consent has been received from the Headteacher.
- The school kitchen can only be used where the hirer is working in partnership with Herts Catering Ltd, and both they and the school have given specific consent.

6.3 General guidance

- Rooms and other spaces should be left as they were found - eg. if tables and chairs are moved, they will be returned to their original position.
- School equipment (goalposts, interactive displays etc.) will only be used with consent of the school.
- The hirer will ensure that any electrical appliances brought by onto site and used there are safe, are in good working order, and are used in a safe manner.
- The hirer will not use any part of the school other than the area hired.
- All those working with children will be expected to have their own safeguarding policy and procedures. A copy of these should be provided to the school before the booking commences.

7. Bookings

Bookings should be made using the booking form provided on the following page:

Bedwell School Hiring Agreement

Full name of hirer	
Name of organisation	
Address	
Telephone number	
Purpose of hire	
Facilities required	
Date(s) of hire	
Estimated number of people attending	
Any additional requirements?	

Hire fee agreed by school	
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THE HIRER agrees to hire the part of the premises listed above subject to the conditions stated in the School's Lettings Policy.

Signed on behalf of the hirer	
Signed on behalf of Bedwell School	