



SEA MILLS PRIMARY SCHOOL
Be Kind, Be Brave, Be your best

Lettings Policy
July 2025

Reviewed and approved by:	Head Teacher/Resources Committee
Date approved:	July 2025
Date of next review:	Summer Term 2027

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Lettings Policy	Date	June 2021
EIA CARRIED OUT BY:	Andrew Kinnear	EIA APPROVED BY:	FGB

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		X
Gender Reassignment (transsexual)		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X
Gender (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x

Any adverse impacts are explored in a Full Impact Assessment.

RATIONALE

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible service for its pupils and parents/carers, and any lettings of the premises to outside organisations will be considered with this in mind.

The Governing Body will only let organisations and individuals whose views and conduct match our school's ethos use its facilities.

AIMS

The school's delegated budget (which is provided for the education of its pupils) will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises.

PROCEDURES

- 1 All lettings must be approved by the Head Teacher under delegation from the Governing Body.
- 2 All prospective hirers must complete a lettings form. Failure to do so may result in the letting not being approved.
- 3 The hirer must personally sign the lettings form and may not assign or sub-let the premises:
 - A lettings form should be received ideally at least 21 days before the proposed date of use but would not negate the possibility of a shorter timeframe. Where the proposed date falls within a school holiday, the lettings form should be received 21 days before the end of term.
 - A **risk assessment** must be provided/carried out (by the person wishing to use the establishment) on the activities they intend to carry out during the letting. If the person is not competent in carrying out a risk assessment, support from the school business manager must be sought.
 - A 10% non-returnable down payment is required on receipt of the lettings form.
 - All charges must be paid by the due date. For casual lettings, this is 7 days before the proposed date of use. For regular lettings, payment arrangements will be agreed before the beginning of the lettings.
 - The Governing Body will not refund any charge on cancellation of a booking by the hirer.
 - Applications and charges for regular lettings will be reviewed annually.

- 4 The Governing Body reserves the right to cancel any letting at any time. Any fees paid will be refunded or an alternative date offered, except in the case of misconduct.
- 5 The Governing Body reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings to protect its property or employees. Any special conditions will be notified in writing to hirers before the deposit is paid.
- 6 A no smoking policy applies at all times.
- 7 No letting shall be considered approved or any change confirmed until done so in writing by the Governing Body or Head Teacher.
- 8 Premises or grounds covered by these conditions must not be used without a current lettings approval. Any person who knowingly uses premises or grounds without authorisation will be charged at the appropriate rate and refused permission to use any facilities in the future.
- 9 The hirer must ensure that a responsible adult is present and able to supervise at all times during the letting. Appropriate supervision levels must be in place in line with the hirer's insurance.
- 10 The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits.
- 11 Keys should not be passed to any other person without direct permission of the Head Teacher/Governing Body of the school.

EQUIPMENT AND ACCOMMODATION

- 12 The hirer must pay the school the cost of making good any damage to property that may ensue. The hirer must clear away any rubbish and leave the premises in the condition in which they were found.
- 13 Any desks, furniture or equipment in the rooms hired must not be interfered with without the prior approval of the Governing Body or the Head Teacher. Standing on seats, furniture, window sills, etc. is not permitted. Fittings, fixtures or decorations of any kind are not allowed, other than purely temporary arrangements that require no nails, screws or other fixed devices that would damage any part of the premises.
- 14 Chalk, resin or polishing materials may not be used on floors.
- 15 No stiletto or any type of thin heel is to be worn in the school hall. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.
- 16 The lighting arrangements of the premises must not be supplemented or altered. Specialist equipment such as a public address system must not be installed by the hirer, except with the express approval of the Head Teacher/Governing Body.

- 17 Specialist rooms and equipment are not included in the letting arrangements unless specifically mentioned in the letting form and approved by the Head Teacher/Governing Body. The hirer is responsible for their proper use if approved.
- 18 The Governing Body does not provide first aid facilities for the hirer or guarantee access to a telephone for calling assistance during lettings. Hirers should make their own arrangements in this respect.
- 19 Chairs installed in the premises may be used by special arrangement. The Governing Body does not undertake to provide suitable chairs or seats for use by the hirer. Any furniture provided by the hirer must be removed immediately after the end of the letting.
- 20 No food or drink may be prepared or consumed on the property without the direct permission of the Head Teacher under delegation from the Governing Body, in line with current food hygiene regulations.

LEGAL REQUIREMENTS

- 21 The hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer must not apply for licences without the specific approval of the Governing Body.
- 22 The hirer must comply with any legislation in force at the time of the letting. If the letting is for any play or entertainment provided for children, it is the responsibility of the hirer to station a sufficient number of responsible adults to prevent more children being admitted to the building than can be safely accommodated there and to control the movement of the children while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
- 23 The hirer will to the best of their endeavours ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) are observed at all times throughout the letting.
- 24 The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purposes and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.
- 25 It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. Neither the school, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

INSURANCE

- 26 The school's insurance does not extend to hirer's liabilities. Therefore, it is the responsibility of the hirer to obtain public liability insurance cover of at least £5 million.
- 27 Evidence of the insurance must be shown to the school before the letting commences. A copy will be retained on file with regards to expiry dates of hirer's insurance.

CONDITIONS OF PREMISES

- 28 While the Governors give no guarantee as to the fitness, suitability or condition of the premises at the commencement of the letting, every effort will be made to see that the premises are in a reasonable state.

COMPLIANCE WITH CONDITIONS

- 29 The Governing Body reserves the right of access to the premises during any letting. The Head Teacher or members of the Governing Body may monitor activities from time to time.
- 30 Failure by the hirer to comply with any of the above conditions, whether intentionally or not, may be deemed by the Governors to be just cause for the immediate cancellation of any letting or series of lettings.

HIRE CHARGES

The Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Services (heating and lighting)
- Administration
- "Wear and tear"
- Use of equipment (if applicable);
- Profit element (if appropriate)

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT, although there are exemptions under certain circumstances (advice will be sought from Bristol City Council VAT expert).

Where there are multiple lettings taking place at the same time, the costs will normally be shared between the organisations involved. All prices are based on one hour or part thereof:

School Hall, meeting/training rooms, classrooms
• £25 per hour (Commercial organisations: £35 per hour) • £30 per hour at weekends/Bank Holidays/after 11pm (Commercial organisations: £40 per hour)
Sports Field
£30 per hour (Commercial organisations: £50 per hour)

Notes

- Hire charges are reviewed annually
- Cost of staffing (additional security, caretaking and cleaning) will be charged separately on top of any hire charge.
- The car park is not available to hirers unless a specific arrangement is in place
- Long term charges may be negotiated
- The hirer is expected to extend courtesy to local residents in respect of noise and parking and events will not extend beyond midnight. All lettings are at the discretion of the governors. Governors reserve the right to refuse requests to hire the school premises.
- All users will be responsible for leaving the building, facilities and premises clean and tidy. **A deposit of £50 will be required** to cover any breakages or additional cleaning required; any unused money will be returned to the Hirer.
- Users will be expected to comply with the Health and Safety and Fire Regulations as they apply to the school, a copy of the policies are available from the school office.