



# Brimscombe C of E Primary School

## Lettings policy

### School Vision:

We work together to create a safe, welcoming and happy environment rooted in Christian values. We provide rich opportunities and challenges for our pupils to learn. Kindness, respect, courage, friendship and responsibility are at the heart of what we do. We support all our children in becoming confident, skilled and optimistic young people.

**Approved by: Facilities  
and Finance Committee**

**Date:** January 2022

**Last reviewed on:**

**Next review due by:**  
January 2023

The Governing Body is keen to see that the premises at our school are used for the benefit of the whole local community. The education of children is the prime purpose of our school, however we believe education is a lifelong process which should be open and accessible to all. This policy outlines the facilities available, the charges and the responsibilities of the governors and the users when the school premises are hired.

### **Who is this Policy For?**

This policy is a point of reference for the Governing Body, hirers and members of the community seeking to hire the facilities.

### **Facilities Available.**

The premises may be hired for meetings, training and private activities and events at the discretion of the Governing Body. The premises available for hire will usually be the hall, kitchen (excluding use of appliances and equipment) and adult toilets. Special approval would need to be given for the use of classrooms and children's toilets.

### **Charges.**

**The hiring fees will be for the use of the facilities specified above: £15:00 for the first hour  
£9.00 for subsequent hours and part thereof**

This will include time allowed for setting up and clearing away agreed on an individual basis. Friends of Brimscombe School are exempt from hiring charges for school events. Other hirers may be exempt from hiring charges at the discretion of the Headteacher on behalf of the premises committee.

## **Application for hire**

The responsibility for the approval and administration of the hiring of school premises belongs to the Finance and Facilities Committee of the Governing Body on behalf of the full Governing Body. Initial enquiries will be dealt with by the School Business Manager and then passed to the Headteacher on behalf of the Finance and Facilities Committee. A lettings hire form will be sent in duplicate, one copy to be kept by the hirer and one returned to the school. An invoice will be raised. Monies will be paid into the School budget. At the end of the financial year sufficient monies from hiring fees will be paid into the school budget to cover heating, lighting and any other incidental costs.

All applications for hire will be at the discretion of the headteacher and Governors.

Hirers will have full responsibility for their own insurance.

## **Conditions of use**

All hirers must adhere to the Hiring Agreement which must be signed before the premises can be used. Appendix 1

## **Monitoring**

The Finance and Facilities Committee will review this policy at least once annually.

*Finance and Facilities Committee 2022*