

Lettings Policy and Hire Agreement

Federation of Boldmere Schools



Version:	November 2025
Ratified by the Governing Body:	March 2026
Signed by the Governing Body:	Chair: Mrs T Whittier
To be reviewed:	December 2026

Purpose and aim:

The purpose of this lettings policy is to enable us to provide access to services and facilities that contribute to meeting the needs of our local community, children and young people, their families, local residents and the wider community. The Governing Body aims to maximise school generated income from private out of school hours' lettings, where this can be achieved without interfering with the school's prime function.

This policy aims to provide instructions for the management of lettings.

The policy will be subject to review by the Board of School Governors.

Due note needs to be taken of the activities of the Federation of Boldmere Schools to ensure that any out of hours activities are co-ordinated.

Community use of the School:

Various groups may wish to use the schools' facilities. Possible activities may include: childcare; cultural and sporting activities; adult and lifelong learning; youth services; health care and social services; community and faith groups; supplementary schools; other services for children, young people and their families.

Boldmere Schools Lettings Policy Principles:

The letting of the school premises by the community is welcomed, subject to the following conditions:

1. Use of the premises for school functions will take priority over lettings.
2. The Governing Body of Boldmere Schools will set charges for lettings guided by these principles:
 - Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear and administration.
 - Where a letting is subsidised by a service of Birmingham City Council that service will determine the proportion of the letting charge to be paid direct by the Hirer.
 - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.

- Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.

3. The School reserves the right to request a returnable deposit, which will be returned to the hirer in full within 14 days of the period of hire subject to the hired premises being left to the required standard. The school will invoice and require payments in advance at a term to be agreed but of not less than one month.

4. The school will retain income derived from lettings and costs to the school of lettings will be met from this income.

5. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

6. The school premises will not be let for functions where a Public Entertainment, Intoxicants or other Licences are required.

7. Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted he will report the reasons to the Governing Body.

8. Hirers of the school premises /self-employed people working within the school will be expected to conform to the relevant Health & Safety regulations.

9. Hirers of the school premises /self-employed people working within the school shall be present at all time during the period of hire.

10. All hirers of the school premises /self-employed people working within the school must carry sufficient public liability insurance to satisfy Birmingham City Council requirements and which is in force during the period(s) of hire.

11. Hirers of the school premises /self-employed people working within the school shall give special attention to the behaviour of those in attendance during the period(s) of hire and to the interests of local residents and the School's community so that they are not disturbed or caused any inconvenience.

12. Hirers of the school premises /self-employed people working within the school shall not assign or sublet the permission given to use the School premises.

13. Hirers of the school premises / employees of the Hirers /self-employed people working within the school who work with children must have the appropriate DBS checks. These details of this will be added to the schools' Single Central Record.

14. Hirers of the school premises /self-employed people working within the school must present documentation that proves they have the Right to Work within the United Kingdom.

15. Hirers of the school premises /self-employed people working within the school must ensure that they fulfil all safeguarding requirements set by the school.

16. Hirers of the school premises /self-employed people working within the school must prove that they are registered with the HMRC and must sign the Self Employed Status Declaration document whenever an invoice is submitted. The school is obliged to ensure that individuals to whom it leases the school premises have completed an IR35 application as relevant.

17. The School reserve the right at any time to refuse or cancel any function without assigning a reason and will agree in such circumstances, to fully reimburse any monies received from the hirer.

Appendix 1) FEDERATION OF BOLDMERE SCHOOLS – HIRE OF FACILITIES

TERMS AND CONDITIONS (Which can be adapted to meet the needs of the school at any time)

The Hirer shall:

- a) Only have use of the facilities for the time that it has been hired, e.g. if hired from 6.25 pm – 8.15 pm, this means that the facility shall be available from 6.15 pm and vacated at 8.15 pm (by prior agreement, a maximum 30 minutes grace either side of the hired hours may be granted) **Any additional time to be paid for at the current charge.**
- b) Leave the facilities as they found them.
- c) Return furniture/equipment that has been moved (this may incur a site supervisor fee if not adhered to).
- d) Act in a responsible manner whilst on the premises.
- e) Observe the security methods of the school as long as they have use of the premises.
- f) Observe all the rules/regulations of both the school, Local Authority and Education Department whilst on its premises.
- g) Provide proof of Public Liability insurance cover.
- h) Negotiate an additional fee for storage of their equipment on site if applicable.
- i) Ensure all safeguarding responsibilities are met and followed at all times.
- j) If taking on the responsibility of key holding, the hirer must ensure that the school site is locked and secure at the end of their hire time.
- k) Be responsible for all pupils on site for the duration of the club/activity being provided

The Hirer shall not:

- a) Bring any type of cooking/heating appliance onto the premises at any time.
- b) Bring any type of alcoholic beverage onto the premises at any time.
- c) Bring any type of illegal drug(s) onto the premises at any time.
- d) Do anything that will jeopardise the safety of the pupils in their care.
- e) Not leave pupils or adults unsupervised at any time

Birmingham City Council adopts a no smoking policy, therefore **NO SMOKING/VAPING is allowed whilst on the school premises/site** at any time and it is the responsibility of the hirer to enforce this.

Site supervisors fee

This is payable hourly at the rate of £15.00. This is to cover the caretaking staff (site supervisor) being on call whilst the rooms/facilities are in use by the hirer (only applicable when outside school opening hours)

Security of the school shall be the hirer's responsibility whilst on the premises. If this calls for someone to sit on the entrance point to maintain security, then this **must** be carried out. All theft and breakages shall be paid for in full by the hirer.

Please sign and date if you agree with these terms and conditions:

Signature Date

Please return the signed form to the School Office and mark for the attention of Mrs Becky Bishop (School Business Manager)

The above is not an exhaustive list of what is expected from the hirer, but if the school is not satisfied with any aspect whatsoever, the hire will be terminated with immediate effect, this is not negotiable.

Appendix 2) FEDERATION OF BOLDMERE SCHOOLS – HIRE OF FACILITIES agreement

HIRE OF SCHOOL ACCOMMODATION/FACILITIES/PLAYGROUND.

A charge is made for the use of school accommodation/facilities/playground, plus Caretaker's fees if applicable, in accordance with the charges below.

*These fees are subject to annual review (or earlier as required) and at the discretion of the Senior leadership team, which includes the Finance committee of the FGB.

Daily rate is based on 6 hours.

- (a) HALL (main hall or dining room hall) - £20.00 per hour (Daily rate £120)
- (b) CLASSROOM - £15.00 per hour (Daily rate £90)
- (c) PLAYGROUND with access to school building - £25.00 per hour (Daily rate £150)
- (d) PLAYGROUND ONLY no access to school building required - £20.00 per hour (Daily rate £120)
- (e) School Premise including area listed - hall, dining hall, field, playground – £35 per hour (Daily rate £210)
- (f) Training Room with access to toilets and kitchenette - £40.00 per hour (Daily rate £150)

SITE SUPERVISOR'S FEE - £15.00 per hour

(fee only applies if the Site Supervisor is required for any reason)

This is added to the above charges when accommodation/access to the school building (not playground as key holder responsibility can be negotiated in advance) is required after 6.00 pm or at weekends. (Equipment storage may be arranged for a fee that is negotiated in advance of the hire)

Hirers are asked to contact the Headteacher of Infant/Junior school or Site Supervisor at the school to make a booking. Telephone 0121 464 2338/3656 or email enquiry-inf@boldmere.bham.sch.uk or enquiry-jun@boldmere.bham.sch.uk

BOOKING FORM

Name of organisation

Contact Name

Address

Telephone Number

Email Address

Reason for hire.....

Date(s) required

Please state if you have any further requirements

Estimated cost

I have read and agreed the enclosed terms and conditions of hire:

SIGNED

*These fees are subject to annual review (or earlier as required) and at the discretion of the Senior leadership team.