



LEARNING AND GROWING; SAFE IN GOD'S LOVE

Birchington CE Primary School

LETTINGS POLICY 2025 - 2026

As part of our school's Christian Vision, we want to ensure children flourish and are safe and that we respect, love and care for everyone. This policy is written with our Christian Vision in mind.

Philosophy

Provided that there is no interruption to, or curtailment of, school use of the premises, part of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays in order to:

- Raise income for the school
- Increase integration into the local community
- Satisfy some of the needs of local individuals, groups and organisations

Exemption from charging for facilities

The school will consider if sharing facilities with another organisation is more beneficial to the school, rather than mutual billing. The letting process will still be followed to ensure an audit trail, with a clear outline of the benefit to both parties and the agreement to share the specified facilities. Any such agreement must give equal benefit to both parties. If the other party does not uphold their offer of facilities or the school has any concern regarding a booking, then the school has the right to withdraw from the agreement immediately.

Any such agreement will still need to ensure that the insurance provisions of the lettings policy and restrictions on use are adhered to. Any cost above the equal status of the parties must be clearly stated and payment on a cost only basis included in the letting documents. This is to ensure the school does not offer facilities at a loss. A nominal fee of £1 must be made to substantiate any insurance claim that may subsequently be made.

The school will consider on application, a letting based on sharing the profit of the function with the hirer. Any agreement will be in connection with the details of the standard letting policy with the exclusion of the hourly rate, and with reference to paragraph A below.

Prior to any booking, the school (via the hiring form), reserves the right to decline/cancel the person/organisation who wish to hire any area of the school premises if they believe they may be doing so on behalf of an extremist group. If the school is in any doubt about the suitability of the person/organisation either prior to or during a booking, the school will terminate the booking and seek advice from the Local Authority and police.

Where services or activities are provided separately by another body using the school premises, the Headteacher and Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers.

Paragraph A

The school reserves the right to withdraw from the agreement if the projected profit for the booking is not justified, one week before the event. The hirer will be responsible for informing attendees that the event is cancelled. The hirer will be solely responsible for refunding any monies received from attendees.

Conditions for use for a letting

Use of school premises for a letting must be agreed in advance and confirmed in writing by both the user (***the user/hirer will be at least 18 years of age***) and the authorised representative of the school.

One off bookings will be paid for in advance; payment for regular bookings will be agreed between both parties at the time of booking. Receipts will be issued by the office staff and cross-referenced to the booking form. The school reserve the right to refuse a letting without giving a reason. The agreement will include the fee, appropriate VAT and any other charges payable. These are reviewed in advance of the second and succeeding years. It must be recognised that school use of the premises takes priority and that there may be occasions when arrangements have to:

- a. be changed (where possible these will be advised at the time agreement is reached).
Formal confirmation of bookings will be made termly when school requirements have been finalised.

If the user wishes to cancel a specific booking or set of bookings, five clear working days' notice must be given and a cancellation fee of a quarter of the total fee will be due. If less than five days' notice is given, the whole of the fees may be charged by the school. When regular weekly/ monthly bookings have been made, cancellation will result in a negotiated fee according to the opportunities available to re-letting the facility.

Damage or loss of any kind sustained to the premises, fixtures and or fittings, furniture and or other chattels therein arising out of or in connection with use of the school shall be made good at the expense of the user within one month by the school or, by agreement, by the user and to the satisfaction of the school.

All users must have in place an insurance policy (currently a minimum of 5 million public liability) via a reputable company to cover claims made against the hirer by a third party for accidental injury including death or accidental loss, or damage to the property arising from or in consequence of the letting. Original insurance documents must be provided as proof of cover before the letting is contracted.

Non-commercial users who cannot provide insurance cover which meets the requirements set out above, must have cover arranged through the KCC Hirers Liability Policy, for which a premium of 3.15% of the total hire charge will be added to the hire charge. The user will be responsible for the first £350 of every property damage claim.

The charge for letting includes an amount to cover payment for standard opening and closing premises staff duties. The user is expected to adhere strictly to the agreed times. Any additional duties such as setting up rooms that require premises staff to assist will require the user to meet extra costs which may incur VAT on the whole charge.

It is the user's sole responsibility to control entry of all visitors at the external entrance allocated and to ensure that only those people known to them are allowed access to the school premises. Responsible adults must control the entrance and any other external doors that are unlocked at all times during the period of the letting. On completion of the letting a check must be carried out to ensure that all windows have been shut and secured, and all visitors have left the premises.

The user shall not cause or permit any nuisance or disturbance to other occupiers or users of the school, nor to any neighbouring properties.

The user must liaise with the Site Manager 07930 739 449 and be aware of the appropriate actions to be taken in the event of fire or other emergency. They must also be aware that the fire alarm system is activated by the call points situated next to the fire exits and that it is a two-tone siren with flashing red beacons.

The user must know where the call points and fire exits are located, where the extinguishers are located and how to use them. The user must have a mobile telephone number with them to allow calls to the emergency services and the mobile number of the Site Manager who must also be called.

They must also be aware of where the Fire Assembly Points are, the emergency routes from the fire exits to the Fire Assembly Points and have a copy of the school's 'kasp' gate key in order to be able to open the side access gate. (Only if the hire end time is after normal closing hours of 6pm) The key will need to be signed 'out' and 'in' via the Site Manager.

This information will be shared with the person hiring the hall when they first use the area of the school. They must have read and signed that they understand the school events policy.

The Health and Safety at Work etc Act 1974 (as amended) places responsibilities on the user to ensure so far as is reasonably practicable, that the facilities, the means of access to and egress from, are safe and without risk to health. ***(A copy of the schools Health & Safety Policy is available on request and users must comply with these).***

The school kitchenette is not included in the hire unless the hirer can meet specific criteria. Please ask for further details.

All rubbish, empty containers, crates etc. must be removed from the premises by the hirer immediately after the letting has taken place and before the premises staff locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed at the time of making the letting.

The use of materials for preparing floors for dances and the wearing of shoes likely to damage floors are prohibited.

The premises shall only be used for the purpose stated in the letting agreement, only those areas of the school as agreed in the letting agreement can be used, only furniture and equipment as agreed in the letting's agreement can be used. Any use of unauthorised areas or equipment may incur a charge taken from the security deposit. If the hirer requires specialist equipment then they should inform the school of the equipment they intend to bring to the premises.

Any public performance of a play, cinematography, public dancing, singing music or other public entertainment will require an Occasional Licence (or a Temporary Event Notice) from Thanet District Council. (Clubs with closed membership who will not allow tickets to be sold or wider members of the community to attend the event may be exempt from requiring a licence from the local council.) The letting agreement will not be completed until a required licence is shown to the school.

To meet the requirements of the Copyright Designs and Patents Act 1988, any musical performances on the premises are to be notified to the Performing Rights Society Ltd. Where ballet, opera or choral works are to be performed advanced permission must first be obtained from the Performing Rights Society Ltd.

If the hirer wishes to have alcohol on the premises, they must first have written permission from the school to seek Temporary Events Notice from Thanet District Council. The hirer must show the Temporary events notice to the Head Teacher in advance of the letting. **Alcohol is not permitted on the premises whilst pupils are present.** All alcohol must be cleared from the premises by the end of the letting.

Vehicles parked at the school during the letting must allow emergency service vehicle access to the premises, parking on the road on double yellow lines, or white zig zag lines is not permitted. The school will not be responsible for any damage to vehicles sustained whilst in the school grounds.

All functions must be scheduled to finish at 11:00pm. 30 minutes will be added for clearing away. No hirer or their guests should remain on the premises **after 11:30pm.**

No smoking is permitted within the school or its grounds. It is the hirer's responsibility to ensure that their guests do not smoke whilst at the premises. Any evidence of smoking will incur a cleaning fee of £50 (taken from the security deposit), and may affect future bookings.

A check list will be provided to the hirer for each letting to assist a trouble free and pleasant letting.

An inventory of equipment will be given to the hirer by the Premises staff on your arrival. The premises staff will conduct a visual inspection of the building and contents at the end of the letting. The full inventory will be checked to include all items on the first school day following the letting (if the letting is on the last day of term then a specified date will be given in the letting agreement for the full

inventory check). Any damage or breakages will be reported to the hirer in writing within 5 days of the full inventory check.

The school will require a security deposit for all events. This must be paid in full before the letting. A security deposit presented as a cheque must have been confirmed as cleared funds before the start of the letting. Any security deposit will be returned in full, subject to a satisfactory report from the premises staff.

The scale of charge is kept and reviewed annually by the Resources Committee. There will be one rate for all hirers of the Quex Hall.

The Mr Mac Hall is not available to the general public to hire, as it would allow access to the school grounds. Special arrangements can be made for staff, or after school clubs run as a commercial concern where only Birchington CE Primary School children are in attendance. The Mr Mac hall can only be hired between 3.30pm - 6.00pm at a rate of £10 per hour including insurance at 3.15% for non-commercial hirers. Commercial hirers **must** have public liability insurance.

The school or part of the school when hired will always be left in the care of the hirer as the responsible person who must understand their responsibilities and ensure that:

- ✓ Escape routes from the building are clear
- ✓ The hirer knows how to raise the alarm in the case of fire, police or ambulance being needed, and has their own mobile phone to contact the emergency services
- ✓ Guests on the school premises behave properly
- ✓ Any damage to school property is reported to the premises staff.
- ✓ The school and its grounds are left in a clean and proper state
- ✓ Only agreed equipment is to be used (School PE equipment is not to be used).

MUGA - when the MUGA is hired a date and time will be provided for collecting keys and also when the keys should be returned. **Any lost key will incur a £50 charge.**

The hire of the MUGA **does not** include access to toilets. Hirers who have the MUGA for a prolonged period will have to make arrangements for toilets to be delivered and collected. Any arrangements for delivery or collection of toilets must be notified to the school at the time of booking the MUGA. This will allow arrangements to be made for access to the premises.

If the hirer has any issues relating to any safeguarding incident in connection with your booking, please contact the Designated Safeguarding Lead at Birchington CE Primary School - Mrs L Wilson, 01843 841 046. If our school receive allegations related to an incident that happened when an individual or organisation are using our school premises for the purposes of running activities for children, the school will follow our own safeguarding policies and procedures, including informing the Local Authority Designated Officer (LADO).

Where services or activities are provided separately by another body using the school premises, the Headteacher and Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers. Any breach of safeguarding rules will terminate the contract immediately.

Current Rates of Hire

Rate of hire for Quex Hall (Term Time)

- Monday to Friday 3.30pm - 6.00pm £5 per half hour
- Monday to Friday 6.00pm - 11.30pm £30 for the first hour then £5 per half hour
- Saturday 9.00am -11.30pm £30 for the first hour, then £5 per half hour
- Sunday 9.00am - 11.00pm £40 for the first hour, then £5 per half hour
- Non-commercial agreements included insurance premium of 3.15%.
- Commercial hirers must have public liability insurance.
- All prices include VAT at 20%
- Security deposit required for all Quex Hall lettings £100 (see paragraph 25)

Rate of hire for Multi Games Area (MUGA)

- £30 for the first hour, then £5 per half hour
- Non-commercial agreements include insurance at 3.15%
- Commercial hirers must have public liability insurance.
- Security deposit required for all MUGA lettings £100

VAT Exemption

Some bookings for the MUGA may be exempt from VAT. Bookings would need to meet the requirements in the School VAT manual. Clubs or an organisation considering 10 or more bookings with at least a day between each booking, and not more than 14 days between each booking can enquire if they meet the VAT exemption. The policy will be reviewed annually by the Resources Committee.

Reviewed by HT & ratified by FGB: September 2025
Policy to be reviewed: September 2026



Lettings Agreement

Birchington Church of England Primary School agree to let the:

Quex Hall	MUGA	Mr Mac Hall
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(delete as appropriate)

To - name:	
Address:	
On:	Insert date
From:	Start time
To:	End time
Function of:	Reason for function
The cost of the letting in £	£
Hourly rate including VAT at 20%	£ x hours
Insurance premium 3.14% (non commercial only)	
Security deposit	£ 100.00
TOTAL COST	£

Please state the objects of your organisation and the purpose of your request for hire:

Please note : Prior to any booking, via the hiring form, the school reserves the right to decline/cancel the person/organisation who wish to hire any of the school premises if they are booking on behalf of any extremist group. If the school is in any doubt about the suitability of the person/organisation either prior to or during a booking, the school will terminate the booking and seek advice from the Local Authority and Police.

Where services or activities are provided separately by another body using the school premises, the Headteacher and Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers. If you have any issues relating to any safeguarding incident in connection with your booking, please contact the Designated Safeguarding Lead at Birchington CE Primary School - Mrs L Wilson, 01843 841 046

If our school receive allegations related to an incident that happened when an individual or organisation are using our school premises for the purposes of running activities for children, the school will follow our own safeguarding policies and procedures, including informing the Local Authority Designated Officer (LADO).

- Letting will be confirmed by the school on receipt of monies to the sum of the total

- A separate cheque may be used for the security deposit as long as it is from cleared funds

Signed by Headteacher or approved signatory:	
Date:	
Signed by Hirer:	
Print name:	
Date:	



Request to hire facilities at Birchington Primary Church of England School

Name of Hirer:.....

Address of Hirer:.....

Confirmation that hirer is at least 18 years old. Yes No ID checked

Proposed date and duration of letting. Area of school to be hired (*delete as appropriate*)
 Quex Hall, MUGA (Mr Mac Hall see paragraph 27 of the lettings policy).

Type of function / any equipment proposed to be used:

Prior to any booking, via the hiring form, the school reserves the right to decline/cancel the person/organisation who wish to hire any are of the school premises if they are doing so on behalf of any extremist group. If the school is in any doubt about the suitability of the person/organisation either prior to or during a booking, the school will terminate the booking and seek advice from the Local Authority and Police. Where services or activities are provided separately by another body using the school premises, the Headteacher and Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers. If you have any issues relating to any safeguarding incident in connection with your booking,

please contact the Designated Safeguarding Lead at Birchington CE Primary School - Mrs L Wilson, 01843 841 046.

If our school receive allegations related to an incident that happened when an individual or organisation are using our school premises for the purposes of running activities for children, the school will follow our own safeguarding policies and procedures, including informing the Local Authority Designated Officer (LADO).

Is alcohol to be consumed on the premises? Yes/No

The hirer seeks written permission from the School to seek a Temporary Events Notice from Thanet District Council *(delete if not applicable)*

Are performance licenses as set out in paragraphs 17 and 18 in the lettings policy required? Yes/No

Hire is commercial, public liability insurance required / hire is non-commercial add 3.15% for KCC insurance *(delete as appropriate).*

Signature of hirer:

Date of request: / /

(By signing this document the Hirer confirms that they have read and understood the terms set out in the lettings policy and acknowledge that the request will be forwarded to the Head Teacher and Governing Body for consideration.)