

Local Authority

Lettings Policy

The Use of Community Facilities Outside School Hours

Approved by: Personnel & Finance Governor Committee - October 2025
Review Date: October 2026

Brandwood Community School Bolton

Letting Policy for the Use of Community Facilities

- ◇ This lettings policy was adopted by the Governing Body of Brandwood Community School at a meeting of the Finance and Premises Committee on 21 October 2025.
- ◇ The Governing Body of Brandwood Community School regard the school as a community asset and will make every effort to enable it to be used as such. However, the aim of the school is to provide accommodation for the teaching, learning and welfare of its learners and the needs of the school are paramount and will take any precedence over external lettings
- ◇ The community facilities available for hire are:
 - Upper Floor Hall
 - Lower Floor Hall
- ◇ The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. A charge will be levied to cover the following:
 - Cost of services (heating and lighting etc.)
 - Cost of staffing (caretaking and cleaning) including 'on-costs'
 - Cost of administration
 - Cost of 'wear and tear'
 - Cost of use of school equipment (where applicable)
- ◇ Revised rates for use of the community facilities will be set annually by the Finance and Premises Committee for implementation in April of each year. The rates may vary for different types of groups. Current rates are set out on the attached sheet.
- ◇ The Governing Body reserves the right to refuse bookings
- ◇ The Governing Body, or their nominees, takes sole responsibility for bookings, agree purpose for hire or use and have the right to refuse or restrict entry to any part of the building
- ◇ All bookings for hire of the community facilities are dealt with by Miss V Lowe
- ◇ For one-off hire, payment will be required in full at the time of booking. Regular users (who book blocks of 10 weeks or more) will be invoiced regularly
- ◇ Long-term bookings (10 weeks or more) will be reviewed every four months
- ◇ Hirers should ensure that any equipment that they bring into the school premises for use in the school is safe and suitable for the use to which it is put. The Governing Body will not be held responsible for any equipment left on the premises
- ◇ Hirers are responsible for maintaining acceptable standards of behaviour and all groups must be supervised by a suitable person. Hirers must ensure that appropriate DBS checks are in place when necessary
- ◇ Hirers must arrange suitable insurance to cover any damage to the premises, furniture or fittings and to indemnify the school and Governing Body against all actions relating to personal loss, damage or injury

Approved by: Personnel & Finance Governor Committee - October 2024
Review Date: October 2025

**BRANDWOOD COMMUNITY SCHOOL, BOLTON
RATES FOR HIRE OF COMMUNITY FACILITIES**

The following rates for hire of community facilities were agreed by the Governing Body of Brandwood Community School at a meeting of the Finance and Premises Committee on 21th October 2025 are valid for the period of 1st September 2025 to 31st August 2026

School Hall Upper (including toilet facilities)	£100.00 per hour
School Hall Lower (including toilet facilities)	£100.00 per hour

Signed:

Date:

.....

Chair of Finance and Premises Committee

Bookings:

All bookings should be made via **Mrs V Lowe** on 01204 333444

Payments:

One-off bookings Payment made in full at time of booking.

Regular bookings - bookings of ten weeks or more will be invoiced at regular intervals throughout the term.

BRANDWOOD COMMUNITY SCHOOL, BOLTON
CONDITIONS OF HIRE OF COMMUNITY FACILITIES

1. All areas are no smoking areas.
2. There shall be no vehicular access to school premises unless by prior agreement from the Governing Body.
3. Organisers are responsible for maintaining acceptable standards of behaviour and all groups must be supervised by a suitable person.
4. Groups will be expected to leave the premises clean and tidy.
5. All breakages, damage, loss or theft of equipment will be charged for.
6. No animals may be brought onto the site without the prior agreement from the Governing Body.
7. No groups may exceed the fire regulation figures for any part of the building.
8. No alcohol may be consumed or brought onto the premises.
9. Appropriate child-carer ratios should be observed at all times.
10. The Governing Body cannot accept responsibility for accident or injury caused by any activity during the use of the premises.
11. Personal accident insurance is the responsibility of each group.
12. Storage of personal equipment shall be by agreement with the Governing Body.
13. The Governing Body take no responsibility for First Aid provision. Hirers are recommended to provide their own First Aid cover.
14. Failure to comply with any of these conditions could result in termination of the contract or restricted use of the facilities.

For long-term hire only:

15. All Hirers must ensure that personnel working with children and young persons undergo an enhanced DBS check.
16. The Hirers are responsible for organising fire drills and have been instructed about operation of fire extinguishers, exit doors, fire alarms etc. In addition, Hirers must ensure that all electrical equipment has been tested to ensure its suitability for use in the school building. Portable heaters may not be used.
17. The Hirers will provide a report to the Governing Body when requested. The Governing Body, or its nominated representatives, must be given free access when requested, with reasonable notice, for the purpose of inspection.
18. This agreement will be reviewed every four months.
19. If the Hirer fails to comply with the Conditions of Hire, this agreement may be terminated with four weeks' notice.

Declaration by the Hirer:

- i. I am over 18 years of age.
- ii. I have read the Conditions of Hire and agree to abide by them.
- iii. I confirm that insurance arrangements are in place in accordance with Clause 11 of the Conditions of Hire.
- iv. I agree to indemnify the School for any loss arising out of breach of this agreement.

For and on behalf of:

The Governing Body Brandwood Community School

Signed:

Dated:

For and on behalf of:

..... *(The Hirer)*

Signed:

Dated:

**HIRE OF SCHOOL COMMUNITY FACILITIES
APPLICATION & HIRE AGREEMENT FORM**

To be completed and returned with the signed Conditions of Hire form not less than 15 working days before the date of the booking:

Facility Required*: School Upper Hall @ £100.00 per hour
 School Lower Hall @ £100.00 per hour

Name of Hirer or Organisation: _____

Purpose of Hire: _____

Number of Persons: _____

Date(s) Facilities Required for: _____

Regular Use*: Weekly Monthly Other (specify) _____

Times Facilities Required for: From: _____ To: _____
(This should include setting-up time) From: _____ To: _____

* Tick where appropriate

TOTAL HIRE CHARGE **Full Booking**

Both the undersigned organisations agree to abide by this agreement.

Signed: _____ *(for the School)*

Mrs V Lowe

Signed: _____ *(for the Hirer)*

Date : _____

Name and Address of Contact Person:

Name: _____

Address: _____ Tel: _____