



# Brampton Village Primary School

## Lettings Policy

Date Agreed	January 2023
Date of Review	January 2024

***Regular lets are subject to licences issued by the Local Authority.***

### ***Safeguarding:***

*Under the Education Act 2002 schools must 'make arrangements to safeguard and promote the welfare of children'. Brampton Village Primary school is fully committed to safeguarding and promoting the welfare of children, and all our policies and procedures are designed with this in mind.*

*Therefore any organisation hiring school premises in order to provide activities for children must have in place appropriate safeguarding and child protection policies and procedures compatible with those of the school, which we reserve the right to see before agreeing to any hire.*

*Any individual hiring school premises in order to provide activities for children must accept and agree to follow the school's safeguarding procedures which we will discuss and share with you. This includes ensuring:*

- *all activities are designed to ensure the safety of children*
- *appropriate levels of supervision are in place*
- *first aid arrangements are in place*
- *evacuation procedures are made clear to attendees.*

*Any organisation or individual hiring school premises for activities involving children must agree to report any safeguarding concerns which may arise to the school as soon as possible, and in any case within 24 hours. The Designated Safeguarding Lead can be contacted on [head@brampton.cambs.sch.uk](mailto:head@brampton.cambs.sch.uk).*

**LETTING CHARGES**  
**(with effect from 30.6.21)**

**NON PROFIT MAKING REGULAR ACTIVITIES OR STATUTORY USE**

Classroom	£11.00 for the first hour or part thereof £3.00 for each additional hour
KS1 or KS2 Hall	£15.00 for the first hour or part thereof £4.00 for each additional hour

**PROFIT MAKING REGULAR ACTIVITIES**

Classroom	£12.00 for the first hour or part thereof £4.00 for each additional hour
KS1 or KS2 Hall	£18.00 for the first hour or part thereof £9.50 for each additional hour

Regular use means weekly or monthly

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**PRIVATE AND OTHER TYPES OF HIRE (eg Fundraising etc.)**

Classroom	£15.50 for the first hour or part thereof £4.50 for each additional hour
Hall	£21.50 for the first hour or part thereof £9.50 for each additional hour

**HIRE OF SCHOOL GROUNDS**

After School Use of School Grounds, with changing facilities	£10.00 for the first hour or part thereof £4.50 for each additional hour
Use of school grounds for summer schools in school holiday – with changing & toilet facilities	£33.00 a day
Use of school grounds for summer schools in school holiday – without changing & toilet facilities	£20.00 a day

A deposit of £18 for use of the Hall, £10 for use of a classroom or £10 for the school grounds is required at the time of application.

Full payment is required within 21 days from date of invoice.

\* To include time for setting up and clearing away.

Cheques made payable to Brampton Village Primary School

## Brampton Village Primary School Premises Conditions of Use

**Please be aware that although there is access for disabled visitors we regret that at the present time there are no toilet facilities**

1. Application for a letting at Brampton Village Primary School shall be made to the school office.
2. Although lettings are welcome throughout the year, it should be noted that essential repair and redecoration takes place during school holiday periods. This may result in alternative spaces or dates being offered.
3. If applicable, evidence that appropriate safeguarding checks and procedures are in place should be provided before any letting is agreed.
4. All lettings shall be for the particular rooms and toilet facilities hired and hirers shall not go into other parts of the premises.
5. The approved charges are stated in hourly rates: part hours will be charged pro rata.
6. A charge for the hiring of the premises may be made unless 48 hours' notice of cancellation of a letting is given, in writing, to the school.
7. Persons hiring premises, grounds or equipment will be held responsible for any damage to buildings, furniture or other property.
8. If any additional expense is incurred in the removal and replacement of furniture or any exceptional cleaning becomes necessary in consequence of the use of the premises, the persons hiring the building will be notified, and will be responsible for such expense.
9. The Local Authority cannot accept responsibility for any loss, damage or accidents occurring during occupation of the premises, and particular attention is drawn to the observation of the safety regulations e.g. fire exits must not be locked. Persons hiring the premises for public dances ought to consider whether they should advise the Police of the event.
10. The Local Authority does not seek, in paras. 5 & 6 above to absolve itself or any employees from liability as owners/occupiers of the premises but in view of the indemnity given by the hirer, it is a requirement that any hirer will protect itself against claims by arranging Public Liability Cover. Insurance cover will be provided under the Cambridgeshire County Council Hirers' Liability Scheme unless the hirer produces evidence of alternative insurance cover. The charge for the above insurance cover will be 12 ½ % of the hire fee, subject to a minimum charge of £1.25, and will be levied at the time of booking. Cover under this scheme is not available for commercial lettings.
11. If applicable, proof that a bar licence has been issued will be necessary.
12. **The school has a strict No Smoking Policy. This includes the school grounds and areas outside the entrances**
13. Hirers are responsible for ensuring that the security lock on the front door is activated at all times restricting access.
14. In the event of a minor accident, first aid facilities and telephone are available in the school office. All accidents must be reported to the Caretaker or School Secretary who will ensure the accident report book is completed. The provision of a first aid trained person is the responsibility of the hirer.
15. Hirers should acquaint themselves with the fire and evacuation procedures.
16. Any equipment used must be that which is provided by the school. In the event that the school is unable to provide the equipment, the hirer must ensure that any equipment brought into the building by the hirer complies with statutory requirements, e.g. any electrical equipment must have been tested by a qualified engineer and have an up to date certificate of electrical safety.
17. Should the use of school equipment be required, the hirer must ensure they are fully conversant with the use of such equipment. All equipment should be returned tidily and in its correct place after use.
18. Hirers are not permitted to store anything on the premises without the prior agreement and approval of the Headteacher.
19. Hirers are required to remain on the premises until their booking ends. This is particularly important in 'B' lettings where the caretaker does not remain on the premises during the let.
20. Hirers must vacate the premises promptly at the end of their booked finishing time.
21. For all Rate 3 bookings a security deposit of £100 will be required prior to the commencement of the letting.
22. The hirer is responsible at all times for the behaviour of his/her party/group. Failure to comply with these conditions of use may result in exclusion from use of the premises in the future.
23. School premises are not available for hire to political or religious organisations on weekdays during term time.
24. The number for the Caretaker is available from the entrance.
25. The Governors' decisions regarding applicable scales are final.
26. The Governors reserve the right to
  - (i) terminate any letting arrangement
  - (ii) vary the charges
  - (iii) cancel any particular letting after notice has been served.

Brampton Village Primary School

● Application for the Hire of Brampton Village Primary School Premises ●

There are two halls available for hire – the assembly hall located in the KS1 area and the dining hall located in the KS2 area of the school. Please state which you require.

Name and address of Hirer .....  
(Organisation or Group)

Rate Rate 1 ..... Rate 2..... Rate 3 .....

Responsible Person .....

Contact Telephone No Daytime ..... Evening .....

Address .....  
(if different from above) .....

Date of Hiring .....

Time required From ..... To .....

Nature of function .....  
.....

Type of letting \*A Let/\*B Let (delete as applicable)

Facilities required Hall ..... Classroom(s) (N<sup>o</sup>) .....  
Field ..... Changing Facilities .....

Insurance Cover .....  
(delete as applicable) \*Public Liability Insurance Cover has been arranged and a copy of the policy document is attached.

\*Please arrange Public Liability Insurance Cover under the terms of the Cambs County Council Hirers Liability Scheme

I hereby apply for use of the school's premises as specified above.

I certify that I am not less than 18 years of age and I have read and agree to be bound by the Conditions of Use currently in force governing the letting of the school's premises. I accept responsibility for observance of the conditions, and agree to pay on demand the lettings charge and any cleaning charges which may arise as a result of this letting.

I hereby indemnify the Local Authority against all claims in respect of injury, loss or damage (including damage to the School premises) arising from the letting. In requiring this undertaking the Local Authority does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.

I agree that in the event of cancellation I will give the school at least 48 hours notice in writing, otherwise I will pay the agreed fee.

I agree to pay the fee of £ .....

Signed ..... Name (please print) .....

Date .....

**GUIDE FOR USERS OF  
BRAMPTON VILLAGE PRIMARY SCHOOL  
WHEN NO MEMBER OF THE SCHOOL STAFF IS PRESENT ON THE PREMISES.**

**In addition to the Conditions of Use Agreement:**

1. The Organiser of the Event is responsible for the conduct of all persons attending.
2. Use of the premises is restricted to those areas agreed between the School and the Organiser.
3. Before commencement of the Event when ALL persons attending are present, the organiser will announce to those persons, the location of **ALL** fire doors, emergency routes and assembly points. See copy plan of School attached.
4. **EMERGENCY PROCEDURES:**
  - (a) telephones are situated in the Secretary's office. To obtain an outside line dial 9 \* 9 followed by the Subscribers telephone number. A further telephone line is available on the FAX machine. Dial 9, followed by the STD code and subscriber number.
  - (b) The Emergency services are contactable via 112 or 999 system.
  - (c) When contacting the Emergency Services by telephone, ensure you give the location **'Brampton, Huntingdon, Post Code PE28 4RF'**.
  - (d) Direct telephone numbers to the Police, Fire Station and Hinchingsbrooke Hospital are clearly displayed in the Secretary's Office.
  - (e) A basic First Aid kit will be made available.
5. **FIRE.**
  - (a) In the event of Fire, the School bell will ring continuously.
  - (b) The Fire Alarm system is connected directly to a Monitoring Station, who, should the Alarm be activated, will contact Huntingdon Fire Service and that Service will attend the School.
  - (c) To activate the Fire Alarm manually, break a 'Call Point' glass.
  - (d) Should the Fire Alarm sound, the premises are to be immediately evacuated, and, it is suggested all persons assemble either on the Car Park at the front of the School, or the Playground, and the Organiser conduct a Roll Call of those attending.
  - (e) If the Fire Alarm is activated, **NO PERSON** shall, after evacuation, enter the premises for any purpose, until authorised to do so by the Senior Fire Officer attending.
6. **CARETAKER.**
  - (a) In the event of any serious problems arising during the period of hire, the Caretaker should be contacted.
  - (b) Home telephone number
  - (c) Mobile telephone number