

LETTINGS POLICY & HIRING AGREEMENT

Bretherton Endowed CE Primary School



“Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God’s love.”

This policy is for Bretherton Endowed CE Primary School and The Hub, Bretherton Endowed Out of School Provision.

The Bretherton Endowed School Lettings Policy and Hiring Agreement for Buildings and Grounds is drawn up by the Lettings Sub-Committee of the Governing Body and operates under delegated powers.

Terms of Reference & Delegated Powers

1. The Governing Body actively encourages community use of the school building, in particular the school hall, however they reserves the right to refuse any lettings it may choose.
2. Lettings will not be granted to organisations perceived to be antagonistic to the Church of England or at variance with the ethos of the school.
3. Lettings will not be granted to political parties and groups favouring contentious policies.
4. Organisations must be willing to meet with school officials and provide details of their aims and objectives.
5. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are covered. Charges will be reviewed annually by the Governing Body. Charges to be levied will include consideration of the following:
Cost of services (heating and lighting); any staffing; administration; cost of ‘wear and tear’; use of school equipment etc.
6. Each organisation using the school should be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
7. A responsible person where possible will be on the premises. For example:
Caretaker, Governor, Out of School Club manager, member of staff
8. A Letting / Indemnity application Form must be completed by ALL applicants. A signed copy of the application form, if approved by school, will be returned to the hirer. For long term lettings, their status will be reviewed on an annual basis.
9. Any organisation that uses the school must be properly insured in addition to the Governing Body’s Public Liability Insurance. Insurance documents must be attached to the application.

Bretherton Endowed CE Primary School – Policy Document

10. For any lettings where children are involved, we will ask for evidence of appropriate level of qualification for the activity and evidence of a safeguarding policy.
11. All hirers must comply with health and safety regulations.
12. Each organisation should agree to make good any damages that may be caused.
13. Each organisation must ensure that they leave the premises in a clean and orderly state and any refuse must be removed to the outside bin area. Any additional cleaning costs will incur a separate charge to the hirer.
14. Local arrangements as to the cost of each letting will be made with the Hirer concerned in advance.
15. All users will be required to ensure that their visitors complete the visitors log which will remain on the premises.
16. No smoking is allowed on the premises in line with school policy. Please note ‘premises’ includes school grounds and car park as well as buildings.
17. Alcoholic Drinks:
 - (a) A temporary event notice must be obtained where appropriate. The Licensee is responsible for conduct of bar sales etc.
 - (b) No alcohol is to be stored or retained on the premises when pupils are in school.

Please read this in conjunction with our Lettings Charging document; lettings application form and Lettings condition document.

Signed On behalf of the Governors of Bretherton Endowed CE Primary School

Dated:

Typically reviewed annually

Adopted : Jan 2026

Reviewed no later than Spring 2027

All aspects of our policy intends to comply within the Data Protection (GDPR) legislation.

