



# **Bow Community Primary School**

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# **Lettings Policy**

Approved by Governors Committee: September 2024

To be reviewed: September 2025

# BOW COMMUNITY PRIMARY SCHOOL LETTINGS POLICY

## Adoption

The school governors at their meeting on 19 October 2021 adopted this lettings policy and the scale of charges set out below.

## Policy Objectives

The governors adopt and endorse the County's Lettings Policy and recognise the principles therein, namely:-

- (i) that school premises represent a significant capital investment and should be fully utilised ;
- (ii) are a valuable community resource;
- (iii) educational usage of education premises constitutes a natural priority;
- (iv) that a profit margin would be welcome when derived from private or commercial usage but is not the objective when facilitating education activity by designated users.

## Priority Usage

The governors have adopted the following categories of priority user:-

- (i) statutory users;
- (ii) designated users;
- (iii) private users.

The governors have applied in each case the definitions identified in the Devon County Council lettings guidance.

**Statutory Use** – usage laid down by statute will not be frequent but must be accommodated, at a rate to recover costs. The charging of a rent is prohibited by law. This could include use of school premises for election purposes as a polling station.

## Applications for Designated Status

The governing board has delegated their power to determine designated status to the Head Teacher who will exercise discretion on their behalf and determine applications. The outcome of such decisions shall be matter of report to the governing board each term. The headteacher will arrange for a list of approved organisations to be maintained. This does not preclude the Head Teacher from referring sensitive applications to the full governing board at his/her/their discretion.

## Conditions of Hire

The governors have adopted the standard Devon County Council account of hire. These terms form Appendix Two to this Policy Statement.

## Administration of Lettings

### General

The governors recognise that it would be impossible for them to personally vet every applicant or organisation wishing to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the following persons: Head Teacher, School Administrator.

### Variations

No member of staff is allowed to vary that in terms and conditions from which the school premises are hired to either individuals or organisations nor to deviate from the governor's published charging policy.

## **Lettings Documentation**

All formal hiring of the schools premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete a letting or hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

## **Scale of Charges**

In arriving at their scale of charges the governors have followed the following principles:-

- (i) that statutory users will be charged an amount commensurate with cost recovery;
- (ii) that designated users will be charged no more than cost;
- (iii) that private users will be charged on a cost plus an income margin for the school ;
- (iv) that there will be parity of treatment for similar users;
- (v) that overall the cost of letting school facilities will be recovered from users.

For the purpose of charging, the headteacher is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

The scale of charges forms Appendix 3 to this policy statement. If scale rates outside of Appendix 3 are agreed, full governing board approval is required.

## **Discounts**

These form part of the scale of charges (Appendix 3) and are the only permitted variations to the standard charges.

## **Value Added Tax**

The governors are constrained by law to apply value added tax to all transactions where this is appropriate.

## **Insurance**

The school must ensure that the Hirer has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million. The hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.

## **Minimum charges and deposits**

The minimum hire period will be **one** hour.

The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

## **Cancellations**

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 3.

## **Payment methods**

The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore payment at the time of booking is the norm for one-off hirers. For regular weekly hirers the school will issue an invoice each term in arrears, and for hirers using the premises for multiple evenings per week, a monthly invoice will be issued. In all cases where cash or cheques are paid over then an official receipt must be issued.

## **Extension of Credit**

The governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the governors reserve the right to withdraw credit facilities where prompt payment is not received. The governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The governors have chosen to delegate the approval of credit facilities to the headteacher who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

### **Security**

The governors will not normally insist upon continuous caretaking presence. However they reserve the right and delegate power to the headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

### **Review of Policy**

The governors will review the policy each year in the Autumn Term and the scale of hire charges for the forthcoming year will also be reviewed and updated.

#### **List of appendices:**

- Appendix 1: Letting of Educational Premises and Grounds - Terms and Conditions of Hire
- Appendix 2: Bow Community Primary School: Application for Hire of School Premises
- Appendix 3: Scale of charges
- Appendix 4: Booking quotation
- Appendix 5: Bow Community Primary School: Application for Hire of Swimming Pool
- Appendix 6 Swimming Pool Terms and Conditions:

# **Appendix 1: Letting of Educational Premises and Grounds - Terms and Conditions of Hire**

## **Letting of Educational Premises and Grounds - Terms and Conditions of Hire**

*NB References in this form to Devon County Council shall, in relation to school premises, be construed as references to the governors of that school. The Law which applies is the Law of England.*

### **APPLICATION AND FEES**

1. The signatory of the application shall be the hirer. Where a promoting organisation is named in the application, that organisation shall also be considered the hirer and shall be jointly and severally liable hereunder with the signatory.
2. The fee payable for the hiring shall be calculated in accordance with the scale of charges published by the Governors. The Governors reserve the right to alter or revise these charges at any time.
3. The fee for an occasional hiring shall be paid to the person authorising the hiring within five days of such hiring being approved and upon receipt of such fee the hiring shall stand confirmed subject to the provision of condition 4. In the case of a long-term letting the governors of the hired premises may at their discretion permit the periodic payment of hire charges in arrears.

### **CANCELLATION**

4. The Governors or their agent(s) acting on their behalf must reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event the Governors shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring.
5. If the hirer shall cancel the hiring of the premises then the Governors shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring; PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of the hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by the Governors or the Council in respect of that hiring.
6. Bookings are taken subject to the premises not being subsequently required for Parliamentary or Local Government elections or other statutory purpose. In the event of the premises being so required, the Governors will refund to the Applicant all charges made by them and already paid by the Applicant. Neither the Governors nor the Council shall be liable to pay any compensation for any loss incurred by the Applicant.

### **INSURANCE**

7. The hirer's use of the hired premises is conditional on the hirer holding appropriate liability insurance. A copy of such insurance shall be provided to the school at the time of booking.

### **FURNITURE AND EQUIPMENT**

8. The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only.

**9.** The arrangement of furniture and/or the use of additional furniture or equipment will require the specific approval of the Governors. Such use may be subject to the scale of charges published by the Governors.

**10.** Where additional equipment is required by the hirer this will be subject to an additional charge according to the Governors' published scale.

### **KITCHEN FACILITIES**

**11.** Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given by the Governors who will have consulted the catering contractor to arrange for such use at all times to be supervised adequately. Separate conditions of hire exist for catering facilities; where catering facilities form part of the contract these conditions, which can be obtained from the school, are deemed to have been accepted.

### **HEALTH, SAFETY AND CONDITION OF PREMISES**

**12.** The hirer/hirers shall during the hiring be responsible for:

(a) taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded;

(b) the efficient supervision of the hired premises and for the orderly use thereof including the observance of the governors' policy on no smoking on school premises;

(c) ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises;

(d) ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned;

(e) familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes;

(f) ascertaining the location of the nearest emergency telephone;

(g) the provision of a suitable first-aid kit, and personnel as required;

(h) compliance with the Food Safety Act and related legislation where catering facilities are involved.

**13.** The hirer shall at the end of the hiring be responsible for:

(a) ensuring that the hired premises are vacated promptly and quietly;

(b) ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state.

Failure to comply with these conditions may lead to additional charges.

### **RESTRICTIONS**

**14.** No nails, tacks, screws, nor other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto. No alterations or additions to any electrical installations, either permanent or temporary, on the hired premises may be made without the

written consent of the Governors. Electrical apparatus must be switched off after use and plugs removed from sockets.

**15.** The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the Governors and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the hirer.

**16.** It is understood and agreed that the Governors do not, either expressly or by implication, warrant the premises to be fit or suitable for any sporting or recreational purpose for which the hirer intends to use them but rely entirely on the skill, knowledge and expertise of the hirer in choosing so to use them and require the hirer to discontinue that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or spectator to that sport or recreation or any other person is in danger of suffering injury, loss or damage.

**17.** Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, neither the governors or someone acting on their behalf will be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:

(a) any damage or loss of any property brought on to or left upon the hired premises either by the hirer or by any other person;

(b) any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer;

(c) any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled; and the hirer shall be responsible for and shall indemnify the school its servants and agents against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

## **LICENCES**

**18.** The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery or other similar function without the consent of the Governors, and such consent shall be subject to the hirer first obtaining the necessary licence or permission required under current legislation, and producing this for the scrutiny of the Governors if required;

## **SAFEGUARDING**

**19.** Where Bow Community Primary School premises are hired by/for groups including young people or vulnerable adults, the group must have a safeguarding statement and policy, clear and robust safeguarding procedures and DBS checks in place. The hirer will be asked to supply a copy of their safeguarding statement and policy at the time of booking. In line with obligations under the PREVENT strategy the school will need to confirm the purpose of the hire as bookings cannot be accepted from any individual or organisation who may have links with extremist groups.





## Appendix 2: Bow Community Primary School: Application for Hire of School Premises

### Details of Hirer

Name of Organisation or Hirer.....

Name of Responsible Officer.....

Address of Hirer.....

.....

.....Postcode.....

Position in Organisation.....

Contact Phone Number(s).....

I wish to hire the premises as detailed in the attached quotation.

I have received a copy of the conditions of hire and I agree to abide by them.

I have received a copy of Health and Safety Requirements (including Covid related requirements and Risk Assessments) and have made myself and others involved aware of the evacuation and emergency procedures.

I agree to pay all charges which may be due within 30 days of being invoiced.

I acknowledge that my attention has been drawn to the advisability of having suitable insurance cover. I have /do not have Public Liability Insurance cover of £5million. *Delete as applicable and attach copy of relevant part of policy.*

I can confirm that all adults who will come into contact with children in the course of this hire have been appropriately vetted as to their suitability to work with children.

I can confirm that, in the event of any allegation in connection with child protection issues being made against any adult associated with the hiring organisation, the hiring organisation will ensure that, pending the determination of the allegation, that adult will not be permitted to enter the school premises.

I can confirm that the use of the premises will not include the playing of pre-recorded music:  
**YES/NO (please circle as appropriate).**

**NB:** If you have circled NO, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre-recorded music before this letting can be approved.

Signature of Hirer.....Date: .....

Letting agreed on behalf of the Governors by:

Name:..... Designation..... Date.....

Office Use:	Quotation Ref:
Total Charge:	Caretaker advised:
Receipt No.	Payment Date:

## Appendix 3: Scale of charges

### SCALE OF CHARGES

<b>Cleaner</b>	<b>£10 per hour</b>
<b>Caretaker open/close</b>	<b>£10 per session</b>
<b>Classroom</b>	<b>£10 per hour</b>
<b>Subsequent rooms</b>	<b>£5 per hour</b>
<b>Swimming Pool</b>	<b>Variable depending on requirements</b>
<b>Staff room</b>	<b>£10 per hour</b>
<b>Hall</b>	<b>£15 per hour</b>
<b>Hall/long term hire</b>	<b>£7.50 per hour</b>
<b>Kitchen</b>	<b>Variable depending on requirements</b>
<b>Hardcourt /playground /changing rooms</b>	<b>£8 per hour or £6 without changing rooms</b>
<b>Field / changing rooms</b>	<b>£8 per hour or £6 without changing rooms</b>
<b>ICT suite</b>	<b>£15 per hour</b>

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## Appendix 4: Booking quotation

### BOOKING QUOTATION

School..... Dfes No.....

Address.....

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Telephone No..... Fax No.....

Invoice Address.....

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Dates(s) required..... Time of Hire

From..... To.....

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### FACILITIES REQUIRED

Room/Area/Grounds

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**HIRE CHARGE** £.....

## Appendix 5: Bow Community Primary School: Application for Hire of Swimming Pool

### Details of Hirer

	Detail
Name of Organisation or Hirer	
Name of Responsible Officer	
Address of Hirer:	
Email Address:	
Position in Organisation:	
Contact Phone Number(s)	
Number of Adults and Children expected to swim (must not exceed 15)	
Date of booking:	
Time of booking:	

I wish to hire the swimming pool in the attached quotation.

I have received a copy of the terms and conditions of hire and I agree to abide by them.

I agree to pay all charges which may be due by the date of the booking.

I acknowledge that my attention has been drawn to the advisability of having suitable insurance cover. I have /do not have Public Liability Insurance cover of £5million.

I agree that a lifeguard will ALWAYS be present when the pool has been opened / hired – with a minimum Pool Bronze NPLQ with First Aid with CPR.

I understand that:

- Mobile phones are strictly banned and should not to be used at pool side and are not permitted in the changing areas. (Can the lifeguard have a phone for emergency use? Not to be taken out or used except in an emergency)
- If adults are required to help younger children get changed, there must be a minimum of two adults in the changing room at this time for safeguarding purposes.
- Prior to entering the pool, the hirers will declare any non-swimmers to the lifeguard on duty, making that person / child known
- Three blasts on the whistle signifies immediate clearance of the pool
- There must be a designated, named person who has hired the pool, who is responsible for the party of people attending the swimming pool
- Maximum number of people in the pool or pool area (excl lifeguard) is 15 at any one time

- No alcohol or eating of food to have been consumed 30 minutes prior to entering the swimming pool

## **Appendix 6 Swimming Pool Terms and Conditions:**

CONTACTS: All bookings should be directed to:

Bow Community School on: [01363 82319](tel:0136382319) or for Swimming Pool only hires these may be directed to: [SWIMMINGPOOLENQUIRES@HOTMAIL.COM](mailto:SWIMMINGPOOLENQUIRES@HOTMAIL.COM)

For more information and correspondence for all hires is c/o Bow Community Primary School, Station Road, Bow or through the website at <https://www.bowcps.devon.sch.uk/>

2. VENUE: All correspondence, posters or publicity advertising events for which this facility is hired should identify by whom the event is organised and should not give the impression the event has been organised by the Governing Board (hereafter referred to as FGB) or the Swimming Pool Management Committee (hereafter referred to as SPMC).

3. CHARGES: Charges will be made by hour for the first hour and pro-rata for any subsequent hour or part there-of.

4. PAYMENT: Payment shall be made at the time of booking on confirmation of availability to the following accounts:

Reference: Name and Date (amended as appropriate)

SORT CODE: 30 93 14

Account Number: 04162474

PAYEE: Bow Swimming Pool Committee

For alternative payment methods such as cheque, please discuss with the school office, the booking clerk or committee member.

A booking is only confirmed when payment is made and the contract is signed. The said contract, the appropriate payment and any insurance policy (if required) must be sent to the school office or bookings secretary as soon as possible. The hirer must contact the school or SPMC by telephone at least three days prior to the event to ensure that all arrangements are confirmed. The hirer will be invoiced after the event for any additional time and or costs not specifically mentioned in the said contract at the request of the hirer or for any additional facilities provided or used. The rights of the hirer under this contract are conditional upon adherence to the payment terms set above.

5. CANCELLATION: In the case of a cancellation within three days of the commencement of any booking the hirer may be required to pay the basic hire charge, together with any losses whatsoever incurred by the school, at the discretion of the Head Teacher or SPMC. The school reserves the right to cancel any booking at any time and shall return to the hirer any fees

paid.

6. **ADMISSION:** The school (SPMC for pool hires) reserves the right at its absolute discretion to refuse the admission of, or to evict, any person from the facility. Admission by complimentary tickets is not permitted except with the previous written permission of the school or SPMC for pool hires.

7. **USERS REGULATIONS:** The hirer is responsible for ensuring that all persons and parties under his control, who are admitted to the facility, conform in all respects to the regulations governing its use.

8. **INDEMNITY:** The use of the facility is at the hirer's risk and the hirer shall indemnify the management against all liability incurred towards any third parties arising out of or incidental to the hire of the facilities or equipment and due to the negligence or default of the hirer or persons or parties under his control. The hirer shall, if required by the management, adequately insure with an insurance company approved by the management against the foregoing, and produce evidence thereof on demand. Neither the management, its officers, employees or agents shall be responsible for any loss or damage whether direct, indirect or consequential to any property suffered or sustained at the facility unless such a loss or damage occurs as a result of the defective state of repair of the premises or the equipment at the facility.

9. **DAMAGE:** The hirer agrees to pay the school on demand the cost of repairing or making good any loss or damage arising out of or incidental to the hiring.

10. **ANIMALS:** No dogs or other animals will be admitted to the facility, except guide dogs for the blind.

11. **SUPERVISION:** The school reserves the right to staff and supervise all functions but special arrangements can be made with the school in order that the hirer can introduce his own staff, which shall be included in the said contract between the management and the hirer.

12. **SWIMMING POOL CAPACITY:** The minimum number of swimmers is 2; the maximum number of swimmers in the pool must not exceed 15.

13. **SWIMMING POOL GENERAL CONDITIONS:** The management will have the right of access at all times to any hiring or event. The parking of vehicles shall be confined to the designated areas only. No food or drink will be allowed in the pool area unless by the express permission of the SPMC. No large inflatables are permitted in the pool area. Babies must wear swimming costumes.

14. **SWIMMING POOL SAFETY:** All hirers are required to read and abide by the Emergency Action Plan (a copy of which is on the pool house wall).

15. **SWIMMING POOL LIFESAVERS:** Due to health and safety regulations the hirer must have

a lifeguard for the duration of hire. The management will arrange the provision of adequate life saving supervision in addition to the facility hire rates applicable or the booking may be refused if a suitable lifesaver cannot be provided. The lifeguard provision is included in the booking cost.

16. SWIMMING POOL EMERGENCY PROCEDURES: in the event of a fire in the school building or plant room the lifeguard will blow the whistle three times, the pool must be evacuated immediately. All people present must make their way to the 5 bar-gate in the bottom right-hand corner of the school field. No person to re-enter the building to collect belongings under any circumstances until the all clear has been given by the fire brigade.

### **Information to be given to 'Hirers of the Swimming Pool'**

- All lifeguard will ALWAYS be present when the pool has been opened / hired – with a minimum Pool Bronze NPLQ with First Aid with CPR.
- Mobile phones are strictly banned and should not to be used at pool side and are not permitted in the changing areas. (Can the lifeguard have a phone for emergency use? Not to be taken out or used except in an emergency)
- If adults are required to help younger children get changed, there must be a minimum of two adults in the changing room at this time for safeguarding purposes.
- Prior to entering the pool, the hirers will declare any non-swimmers to the lifeguard on duty, making that person / child known
- Three blasts on the whistle signifies immediate clearance of the pool
- There must be a designated, named person who has hired the pool, who is responsible for the party of people attending the swimming pool
- Maximum number of people in the pool or pool area (excl lifeguard) is 15 at any one time
- No alcohol or eating of food to have been consumed 30 minutes prior to entering the swimming pool