Lettings and Conditions of Hire Policy
January 2026
Bushmead Primary School

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1. Aims

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils

2. Applications

Applications for the hire of the premises must be in writing on the appropriate form. This should be completed at the beginning of each year for a long term hire, or before each event, for a short term hire. Forms are available from the Finance Officer.

Priority will always be given to school functions of which notice will be given.
Please contact the Site Manager or Finance Officer to review the availability of dates.

3. Cancellations

Should the hirer need to cancel a booking 48 hours notice should be given otherwise the full hire charge may be incurred.

The school reserves the right to cancel bookings should a situation arise out of its control. Normally 48 hours notice will be given.

The governors shall not be under any liability to the hirer for any loss or damage he/she may sustain arising out of such termination.

4. Liability

The hirer shall indemnify the school governors and Cambridgeshire County Council against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons, which shall occur while such person is in or upon part of the premises or arise from any accident or occurrence which happens while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.

The hirer shall arrange insurance to cover the terms of the indemnity set out above and produce for inspection written confirmation from the insurance company or broker concerned on request by the governing body.

The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.

5. Scale of Fees and Charges

These are shown on the Charges Document for the hiring of School Premises. Revisions of charges may be made with effect from 1st April each year.

6. Community Games Area (CGA) Conditions of Hire

Key access is the responsibility for the main hirer who will hand the key to the Site Manager following the hire of the **CGA** or post through the school letter box if the last letting of the day ensuring that the external school door is locked at the end of the individual sessions.

The hirer may enter the school building to use the toilets nearest the KS2 playground. **ALL outside shoes are to be removed when entering.**

The first hirer of the evening will raise the lights to the height marked by turning the handle. The last hirer of the evening will lower the lights at the end of their session. The site manager is responsible for powering on and off of the lights. **ON WINDY DAYS THE LIGHTS ARE ONLY TO BE RAISED TO HALF THEIR FULL HEIGHT.** The site manager reserves the right to cancel the session if winds are above the safe operating speeds of the lights.

Out of respect for the school premises and local residents the hirer is responsible for the reasonable behavior of all members of the group ensuring disruption and noise is kept to a minimum.

7. General Conditions of Hire

Bushmead Primary School site, including buildings, CGA, playground and car park is a NO SMOKING or VAPING site.

No nail or fastening of any kind shall be driven or put into or on to any floor, wall, partition, pillar or other fittings or furniture.

Electrical equipment must not be brought into the premises unless:

a) the arrangement has been approved in advance with the hirer, and
b) the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work Regulations for the time being in force.

Bushmead Primary School is a nut free site.

The hirer is responsible for inspecting and certifying the safety of any non-electrical equipment brought on to the premises by them or their invitees or their agents.

The hirer shall repay to the school governors on demand the cost of reinstating or replacing or repairing any part or parts of the premises, including any of the furniture and fittings therein contained, which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his invitees, servants or agents during the period of the hire.

The cloakrooms will be in the care and custody of the hirer, who must provide his own attendants and be responsible for any loss that may occur.

8. Provision of Stewards

The hirer shall provide such number of attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hiring, including:
1) the orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency;
2) the safety of the premises and the preservation of good order and decency therein;
and
3) ensuring that all doors giving egress from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use.

9. Car Parking

Parking of vehicles must be restricted to the designated parking area. Parking on the school playgrounds and footpaths is not allowed. Please note vehicles and contents are left at owners risk. We accept no responsibility for loss or damage.

The speed limit for vehicles within the school grounds is **5** mph.

10. General

The governors reserve unto themselves and their officers, servants and agents a right of entry to every part of the premises at any time when duly authorised so to enter.

Entry to the premises when the hirer or their representative is absent is not allowed.

The wearing of footwear of any kind which is liable to cause damage to the floor of the main hall or CGA is prohibited.

The school governors may by arrangement allow a hirer reasonable time to clear up and remove property at the end of the hiring.

The governors do not undertake safe custody of property remaining on the premises. The nominated governor must authorise and agree to each letting taking place.
Dogs should not be brought on to the school premises even if leashed unless it is an assistance dog. Smoking or vaping in the school building and on the grounds is illegal.

11. Fire Instructions

In case of a fire the hirer will adhere to the fire instructions displayed in the premises.

12. Emergency Contact Details

In the event of an emergency during the period of hire, the hirer should contact the Caretaker.

13. Monitoring arrangements

This policy and information report will be reviewed by every year**.** It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board, FPP committee.

14. Links with other policies and documents

This policy links to our policies on:

- Lettings Charges 2025 - 2026

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