

Bedlington Station Primary School
Letting of School Premises 2017 - Terms and Conditions

The school premises are only let under the following conditions:

1. The hirer is responsible for ensuring that any rooms or equipment used are left in the same condition as they were found.
2. Any damage caused directly or indirectly as a result of the letting is the responsibility of the hirer and must be paid for.
3. All hirers must adhere to the times agreed at the time of hiring. Going over these times may incur a surcharge of at least 15% of the agreed fee.
4. The school reserves the right to cancel any hiring agreement if the hirer does not adhere to the above conditions or if any actions of the group impact on the normal operation of the school.
5. The Head teacher has the right to part or fully waive all charges when appropriate.

Letting periods as a general guide may be:

Weekdays	6.00 p.m.	–	9.00 p.m.
Weekends	9.00 a.m.	-	12 noon
	12 noon	-	6.00 p.m.
	6.00 p.m.	-	9.00 p.m.

Costs are calculated on the number of rooms (or equivalent), the letting period and whether the letting occurs on a weekday or during the weekend.

As a general rule, Lettings costs may be:

Weekdays	1 - 5 rooms	£19.62
	6 - 12 rooms	£21.80
Weekends	1 - 5 rooms	£19.62
	6 - 12 rooms	£21.80

When approached from outside bodies with regard to the hiring of school premises out of school hours, the following procedures are put into action:

- A notice of fees and terms is issued to the hirer in the form of a contract between the school and hirer. The contract stipulates the hourly charges with the understanding that if a morning letting crosses the 12 noon period an increased fee may be charged - this procedure also applies to a letting which crosses the 6.00 p.m. line. Once the terms and conditions of the agreement have been accepted the hirer signs and returns the contract to be held in school.
- When any part of the school premises is let a General F180 Letting Form is completed and a copy given to the person using the premises.
- Where possible the hiring fee should be collected in advance.
- The caretaker has a C7 Caretakers Letting pad. This details the information of additional overtime due to premises letting and stipulates dates and time of usage.
- At the discretion of the Governors some Lettings may be approved free of charge, however a Lettings form must be completed to confirm this arrangement.

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Lettings Policy
Updated February 2017
Next Review February 2018