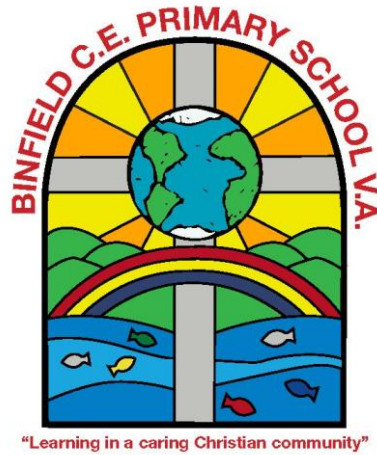


# Binfield CE Primary School



## Lettings Policy

**Date Last Reviewed:** March 2026  
**Date Last Updated:** March 2026

**Next Review Date:** May 2027

**Status:** Definitive

## **LETTINGS POLICY**

The community facilities comprising the Large hall, FOBS hall, Community Kitchen, adjacent toilet facilities, the BOLE and the field will normally be available for hire out of school hours on Monday to Saturday term time only. However, the Governors reserve for the School the use of the facilities after 6.00p.m where the daytime use of the School is extended into the evening, i.e. for school plays, concerts etc. School events will take priority over other bookings.

### **Hirers Agreement/Insurance**

A formal agreement will be completed for all lettings, this will be annually for regular hirers. Hirers liability insurance must be taken out and this will be charged at the standard rate applicable at the time unless the hirer can demonstrate they have their own insurance which must be approved by the School Business Manager.

### **Hire Charges**

A charge for the hire of the premises will be levied. Details of current rates are available from the School Business Manager. It will be the duty of the Resources Committee to review hire charges on an annual basis. The School Business Manager/Finance Officer will issue invoices for hire charges, and these should be paid within two weeks of issue. No charge will normally be made to FOBS.

### **The Lettings Procedure**

A lettings diary will be maintained in the School Office and all bookings should be made through the School Business Manager/Finance Officer and agreed with the Site Controller if appropriate. A copy of the Fire Action Policy should be provided to all hirers.

All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations.

### **Safeguarding**

Hirers involved with running classes for children will be required to hold enhanced DBS clearance and have relevant safeguarding training.