Birmingham City Council

children & young people matter BIRMINGHAM

NELSON PRIMARY SCHOOL

TEAM NELSON: TOGETHER WE SHINE

Lettings Policy

20.10.26

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The letting of the school premises by the community is subject to the following conditions:

1. Use of the premises for school functions will take priority over lettings.

2. The Governing Body of Nelson Primary School will set charges for lettings guided by these principles:

    - Lettings to bona fide community groups will be charged at cost, to cover caretaking, energy, wear & tear and administration
    - Where a letting is subsidised by a service of Birmingham City Council that service will determine the proportion of the letting charge to be paid direct by the Hirer.
    - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
    - Lettings to all other hirers will be charged at cost plus a profit margin determined by the Governing Body.

3. The School reserves the right to request a returnable deposit, which will be returned to the hirer in full within 14 days of the period of hire subject to the hired premises being left to the required standard

4. The school will retain income derived from lettings and costs to the school of lettings will be met from this income

5. The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.

6. The school premises will not be let for functions where a Public Entertainment, Intoxicants or other Licences are required.

7. Decisions whether to permit lettings will be made by the Governing Body. If the Headteacher believes a letting should not be permitted she will report the reasons to the Governing Body.

8. Hirers of the school premises will be expected to conform to the relevant Health & Safety regulations and safeguarding requirements

9. Hirers shall be present at all time during the period of hire.

10. All hirers must carry sufficient public liability insurance to satisfy Birmingham City Council requirements and which is in force during the period(s) of hire.

11. Hirers shall give special attention to the behaviour of those in attendance during the period(s) of hire and to the interests of residents and the School's community so that they are not disturbed or caused any inconvenience.

12. Hirers shall not assign or sublet the permission given to use the School premises.

13. The School reserve the right at any time to refuse or cancel any function without assigning a reason and will agree in such circumstances, to fully reimburse any monies received from the hirer.

14. The hirer will need to provide proof of current and up to date recruitment and vetting checks.

LETTINGS:

Rooms at Nelson Primary are available for hire to the local community and other organizations.

Charges are as follows-

ACCOMMODATION:

CLASSROOM (INCLUDES HEATING & LIGHTING)	£25.00 per hour
KITCHEN	£25.00 per hour
HALL (INCLUDES HEATING & LIGHTING)	£35.00 per hour
GYM (INCLUDES HEATING & LIGHTING)	£35.00 per hour
HALL & GYM (INCLUDES HEATING & LIGHTING)	£60.00 per hour

SUNDRIES:

PREPARATION FOR USE (IF ROOM REQUIRED TO BE OPEN PRIOR TO OR FOLLOWING THE HOURS OF BOOKING	£5.00 EXTRA

ALL MONIES MUST BE PAID 5 DAYS PRIOR TO DATE OF THE EVENT

ALL BOOKINGS WILL NEED TO PAY A *CASH DEPOSIT* OF £150 WHICH WILL BE REFUNDED 7 WORKING DAYS AFTER THE EVENT IF THERE HAS BEEN NO DAMAGE TO THE BUILDING OR CONTENTS THEREIN.

Date agreed by the Governing Body:

Signed: (Chair of the Governing Body)

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NELSON PRIMARY SCHOOL

BOOKING FORM

HIRER'S DETAILS	SCHOOL CONTACT DETAILS
Name of Hirer	Miss C Forrest Mr M Fulford
Address	Nelson Primary School King Edwards Road Birmingham B1 2PJ
Telephone Number	0121 464 2201

Start Date	Start Time
End Date	End Time
Day of Week	Number of Lettings

Nature of Activity
Equipment to be brought by Hirer
Age range of those attending
Numbers of those attending

Is Public Entertainments Licence necessary for this activity Yes/No

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Do Instructors require special qualifications Yes/No

Has Insurance been arranged by Hirer Yes/No

Copies of Insurance given to School Yes/No

ROOM/AREA TO BE HIRED (tick relevant columns)

ROOM OR AREA	TICK	ROOM OR AREA	TICK
GENERAL PURPOSE CLASSROOM		TOILET AREA	
HALL		CORRIDOR	
GYM		CAR PARK	
OTHER (SPECIFY)			

DECLARATION

I hereby apply to use the above facilities on the dates and times shown and agree to be bound by the letting conditions as set out in the school policy and with any instructions of any of its officers.

SIGNATURE _____ POSITION_____

FOR OFFICE USE ONLY			
ITEM	DATE	INITIALS	COMMENTS
Confirmation of lettings sent out			
Room or area to be allocated			
Hirer shown Fire Escape routes			
Hirer given copy of Fire Instructions			
Copy of Instructors qualifications held			
Copy of Insurance certificate			

ANY OTHER COMMENT

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HIRE OF ACCOMODATION

Guidelines for conditions of use

Insurance
School should ensure that the user has public liability insurance for the period of usage.

Deposit
School can request a deposit to guard against breakages if they wish.

Charges
Charges will be based on current market values in the appropriate area as determined by Birmingham Property Services. The Council/Governing Body reserves the right to alter charges. The hirer should give notice of cancellation within an agreed timescale

Restrictions of use
The use of the premises shall be restricted to those areas for which specific approval has been given, and to the agreed hours of usage Both parties should agree use of furniture and equipment etc.

Assignments
The hirer should not sublet the permission to use the premises.

Indemnification
The hirer should indemnify the School /Governing body against:
Any damage done to the hired premises, furniture, fittings, equipment or other property during the period of usage Any accident, loss, injury (including death) or damage sustained by any person or thing on the premises during the period of hire.
Any costs claims or demands arising from above.

Intoxicants
Hirers should ensure that no intoxicants are consumed on the premises unless the School/Governing Body has given prior approval and appropriate licences have been obtained.

Lotteries, raffles and gambling
The hirer should not use or permit the accommodation to be used for the purposes of gaming unless registered under the Gaming Act and with prior consent of School /Governing Body

Conduct
The hirer will be responsible for the maintenance of good order in relation to:
1. The behaviour of those in attendance
2. The interests of residents in the neighbourhood, so they are not inconvenienced.
3. That those in attendance adhere to the start and finish times of the agreement.

Car parking

Agreements should be drawn up in advance regarding car parking space on the premises and that cars will be parked at the owners risk. The hirer should ensure that there are adequate means of access for emergency vehicles.

Catering equipment

All arrangements for use of any catering equipment must be made with the School/Governors. Hirers shall be permitted use of worktops and other preparatory surfaces, boiling rings, ovens and wash up sinks but not be allowed use of any other preparation or cooking equipment. Hirers will be responsible for providing all cleaning and washing up detergents. No children should be allowed in the kitchen

Smoking

In line with City Council policy, smoking will not be allowed on the premises.

Health and Safety and Safeguarding

The hirer should comply with all safety directives issued by the Council/School/Governing Body. The hirer should notify the Site Representative immediately in respect of any accidents which may arise during the hire period

The hirer should ensure that all passages , exits and stairways are kept clear during the hire period

The hirer should not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

For clubs run for children by outside agencies: We refer all hirers to Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings - GOV.UK (www.gov.uk) and request additional information. (See Appendix 1)

Right of Entry

The Council/School/Governing Body reserve the right to gain entry at any time to the hired premises

Running Costs

The Council will calculate the running costs i.e. electricity, water, cleaning, based on current apportionment process.

Right to Free Speech

The Council is not prepared to let land or buildings where it is satisfied that the safety of buildings and the public cannot be ensured: that the use will incite racial hatred or discrimination: that the use is by the Unification Church (no matter in what name an application is submitted); or that the use is by anti-democratic or neo-fascist groups or supporters of terrorism in general.

Birmingham City Council

HIRE OF ACCOMODATION

Agreement

NAME OF SCHOOL:	
ADDRESS OF SCHOOL:	
PURPOSE OF HIRE:	

ROOMS REQUIRED	**TIMES**	**FREQUENCY**
	FROM: TO:	
	FROM: TO:	
	FROM: TO:	
	FROM: TO:	
	FROM: TO:	
	FROM: TO:	

CAR PARKING REQUIRED	

CATERING FACILITIES REQUIRED	

DECLARATION

I have read and understand the Conditions of Hire and undertake to comply with those conditions throughout the period of hire.

I confirm that I/We have public liability insurance cover operative in the name of the hirer which will be in force during the agreed period of hire.

Signature of Hirer .....

Name .....

Address .....

.....**Tel** .....

Date .....

Signature of Governing Body Representative .....

Name .....

Appendix 1

EXTERNAL PROVIDER APPROVAL FORM

Use of School Premises for Activities Involving Children

Provider/Organisation Name: _____

Activity/Club: _____

Lead Contact Name: _____

Telephone: _____ **Email:** _____

Date(s) of Use: _____

Venue/Area Required: _____

Safeguarding and Compliance Declaration

Please tick to confirm the following documents and arrangements are in place and available upon request:

Safeguarding

☐ Current Safeguarding and Child Protection Policy

☐ Designated Safeguarding Lead (DSL) identified

DSL Name: _____

Contact Number: _____

☐ Staff/volunteers receive safeguarding training

☐ Procedure in place for reporting safeguarding concerns

☐ Procedure for managing allegations against staff/volunteers

☐ Staff Code of Conduct/Behaviour Policy

Safer Recruitment

☐ All staff and volunteers working with children have undergone appropriate recruitment checks

☐ Enhanced DBS checks are in place where required

☐ Barred List checks undertaken where roles constitute regulated activity

☐ References obtained for staff working with children

Health and Safety

☐ Health and Safety Policy in place

☐ Activity-specific risk assessment completed

☐ Appropriate first aid arrangements in place

☐ Fire evacuation procedures understood and communicated

☐ Accident/incident reporting procedures in place

☐ Missing child procedure in place

Insurance

☐ Public Liability Insurance (£5 million minimum recommended)

Provider: _____

Policy Number: _____

Expiry Date: _____

Governance and Conduct

☐ Complaints procedure in place

☐ Whistleblowing procedure in place

☐ Online Safety arrangements in place (where applicable)

☐ GDPR/Data Protection arrangements in place

☐ Photography and recording procedures comply with parental permissions

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Provider Declaration

I confirm that the information provided is accurate and that our organisation complies with current safeguarding requirements, including the Department for Education guidance *After-school Clubs, Community Activities and Tuition: Safeguarding Guidance for Providers (February 2026)*. I understand that the school may request copies of any policies, risk assessments, DBS evidence, training records, or insurance documents prior to approval or at any time during the period of hire. [assets.pub...ice.gov.uk], [gov.uk]

Signed: _____

Birmingham City Council

Name: _____

Position: _____

Date: _____

School Approval

Documents reviewed:

☐ Safeguarding Policy

☐ Insurance Certificate

☐ Risk Assessment

☐ DBS Assurance

☐ Other supporting documents (if applicable)

Comments:

Approved By: _____

Role: _____

Date: _____

☐ Approved ☐ Not Approved

This form should be retained alongside the signed lettings agreement and reviewed annually or whenever there is a significant change to the provider's staffing, safeguarding arrangements or activities. [assets.pub...ice.gov.uk], [gov.uk]