

Lettings Policy



Approved on:	16 July 2026
Approved by:	Board of Trustees
Last reviewed on:	July 2026
Reviewed by:	Vince Reidy
Next review due by:	July 2027

Summary of Changes

[Use the table below to insert any changes made to the document since the last approval. Please delete text as appropriate]

1. Aims and Principles

The Beckmead Trust aims to:

1. Ensure that school premises and facilities can be used, where appropriate, to support organisations that benefit the local community (noting that availability varies across individual school sites).
 2. Allow the hiring of premises to operate without a subsidy where appropriate.
 3. Charge for the use of premises to raise additional funds for the hiring school.
 4. Guarantee that any third-party hiring never interferes with a school's primary purpose of providing education to its pupils.
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2. General Application and Booking Process

- **Submission:** Applicants must complete the **Standard Hire Request Form (Appendix 1)** and submit it along with proof of valid Public Liability Insurance to the Estates Office at Estates@beckmeadtrust.org
 - **Third-Party Equipment:** Hirers must ensure that any separate contractors or equipment they introduce (e.g., inflatable bouncing devices) possess independent insurance and up-to-date safety certifications (such as a PIPA inspection certificate and tag number).
 - **Approval:** If approved, the Trust will provide a payment schedule, emergency evacuation routes, and relevant health and safety documentation. Adherence to these forms part of the agreement.
 - **Right of Refusal:** The Trust reserves the absolute right to decline any application, particularly if the organisation conflicts with school values or presents a reputational risk.
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3. Charging, Revenue, and Cancellations

- **Rates & Principles:** Standard charging bases are outlined in individual site rate cards for each School.. Reduced rates or free usage may be granted at the school's discretion if the activity directly supports its core community aims.
- **Revenue Review:** All letting revenues are reviewed by the local Headteacher and the Trust Chief Finance Officer, then reported to Trustees to ensure financial value.
- **Cancellation by the Trust:** The school/Trust reserves the right to cancel a booking with a minimum of 7 days notice. A full refund will be provided, but the Trust is not liable for secondary or consequential financial losses.

- **Cancellation by the Hirer:** The hirer must provide a minimum of 7 days notice to cancel. Cancellations made with less than 7 days notice are non-refundable.
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4. Standard Terms and Conditions of Hire

By executing the hire agreement, the Hirer agrees to adhere strictly to the following. Any breach will result in immediate cancellation without a refund:

- **Nature of Hire:** The agreement functions solely as a non-exclusive license; it does not create a landlord-tenant relationship. Sub-licensing is strictly prohibited.
 - **Premises Control:** The school retains complete control, possession, and management of the spaces at all times.
 - **Compliance with Laws:** Hirers must comply with all applicable local and national laws and regulations.
 - **Site Rules:** Smoking/Vapes are completely banned everywhere on school grounds, including pedestrian and car park entrances. Maximum capacities must be strictly observed. No signage or advertisements may be displayed without prior written approval.
 - **Condition of Premises:** Hirers must return the premises to the exact tidy, clean condition in which they were found. All general and commercial waste must be completely removed.
 - **Indemnity:** The hirer indemnifies the Trust and the school against any damage to premises/equipment, third-party claims, or associated legal expenses stemming from their occupancy.
 - **Equipment Safety:** Any electrical equipment brought onto the site must display a valid Portable Appliance Test (PAT) label.
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5. Health, Safety, and Safeguarding Requirements

5.1 Health & Safety Compliance

Hirers must provide their own tailored Health & Safety Policy and operational activity risk assessments (covering specific elements such as lone working, manual handling, or kitchen use).

- **First Aid:** Hirers must provide their own designated, certified First Aiders and supplies compliant with national standards.
- **Fire Safety:** Hirers must designate an on-site Fire Safety lead, prepare a clear emergency evacuation strategy for their attendees, and ensure fire doors/exits are never propped open or obstructed.

5.2 Safeguarding

The Trust is dedicated to safeguarding its pupils. If a letting occurs during hours when school pupils may be present, the hirer must provide a fully compliant Single Central Register (SCR) and verify that all staff/volunteers have appropriate DBS checks.

All hirers working with children must maintain an up-to-date Child Protection policy containing:

- A designated, trained Designated Safeguarding Lead (DSL) who is contactable during sessions.
 - Written procedures detailing reporting pathways for handling disclosures, allegations against staff, or child-on-child abuse.
 - Any safeguarding incidents that occur during the hire period must be reported immediately to the school Headteacher.
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6. Linked Trust Policies

- Child Protection & Safeguarding Policy
 - Fire Safety Management Policy & Emergency Evacuation Policy
 - Health & Safety Policy
 - Trust Fire Risk Assessment
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Appendix 1: Standard Hire Request Form

This request form must be completed by individuals or organisations seeking to hire facilities at any academy site within **The Beckmead Trust**. Before completing this form, please ensure you have read and familiarised yourself with the Trust-Wide Lettings Policy, including the standard terms and conditions.

Initial enquiries can be submitted to the local School Headteacher or emailed directly to the Estates Office at estates@beckmeadtrust.org.

1. Applicant & Organisation Details	
Name of Beckmead Trust School Site:	
Name of Applicant / Organisation:	
Company / Charity Number:	
Official Address:	

Contact Phone Number:	_____
Email Address:	_____
Preferred Method of Contact:	☐ Email ☐ Phone
Core Purpose / Activity:	_____
2. Facilities & Areas Requested	
<i>Please tick all spaces that apply:</i> ☐ Sports Hall ☐ MUGA Pitch ☐ Main Kitchen ☐ Dining Space ☐ Classrooms ☐ Dance Studio ☐ Mezzanine ☐ Other: _____	
3. Booking Dates & Times	
Type of Hire:	

	[] One-Off [] Recurring
Start Date:	_____
End Date:	_____
Frequency & Occurrences:	_____
Specific Booking Hours:	_____
Expected Numbers:	_____
4. Equipment Requirements	
Equipment requested from school:	_____
Equipment you are providing:	_____

5. Declaration and Agreement

By signing below, I certify that I am authorised to act on behalf of the applicant organisation. I confirm that I have read the Trust Lettings Policy and agree to comply with all rules, payment schedules, health and safety parameters, and safeguarding terms.

- **Applicant Name (Block Capitals):** _____
- **Position in Organisation:** _____
- **Signature:** _____
- **Date:** _____

Please return your completed application form via email directly to the relevant school office. Once reviewed, the school will contact you regarding application status, finalised pricing schedules, and any necessary supporting documentation (such as Public Liability Insurance certificates and Safeguarding checklists).