



BREDON HILL ACADEMY

LETTINGS POLICY AND STANDARD CHARGES

Review Deadline:	September 2025
Review Frequency:	Annual
Author:	ES - BHA
Reviewer:	BHA LGB
Audience:	Intranet, Public Website

Bredon Hill Academy

Lettings Policy and Standard Charges September 2024

Governors and the academy wish to foster relationships with outside agencies, clubs and societies and actively encourage the use of school premises by these bodies.

The policy governors and the academy will follow is:

1. The academy budget will not, under any circumstances, be used to subsidise non-academy use.
2. Every hirer must complete the standard letting form agreeing to the terms and conditions.
3. Academy equipment will not be used.
4. Any statutory obligations for elections or civil emergencies will be met.
5. Holiday play schemes and extended school activities will be at the discretion of the Headteacher or the Deputy.
6. No keys or codes are to be handed to non-academy employees with reference to lettings. No information regarding the security system will be divulged.
7. Fire precautions must be made known to hirers.
8. The hirer will be asked to sign to say that they have seen and understood the emergency procedures.
9. The following hiring charges are as standard:

Hire of Hall (summer)	£20 per hour
Hire of Hall + heating (winter term)	£22 per hour (Oct half-term to Feb half-term)
Hire of Courts with floodlights	£25 per hour
Hire of Courts without floodlights	£20 per hour
Hire of School Pitches	£20 per hour, per pitch
Hire of Floodlit Pitch	£25 per hour
Classroom hire	£20 per hour

Use of facilities for ½ day, full day or longer periods will be discounted and a price set by the Headteacher

10. The hirer will have to provide documentation to show that they have public liability insurance of at least £1 million.
11. No activity will take place without evidence of relevant child safeguarding documentation if deemed relevant by the headteacher.
12. The hire charges will be agreed by the Local Governing Body and periodically reviewed.
13. All academy lettings are at the Headteachers' discretion.