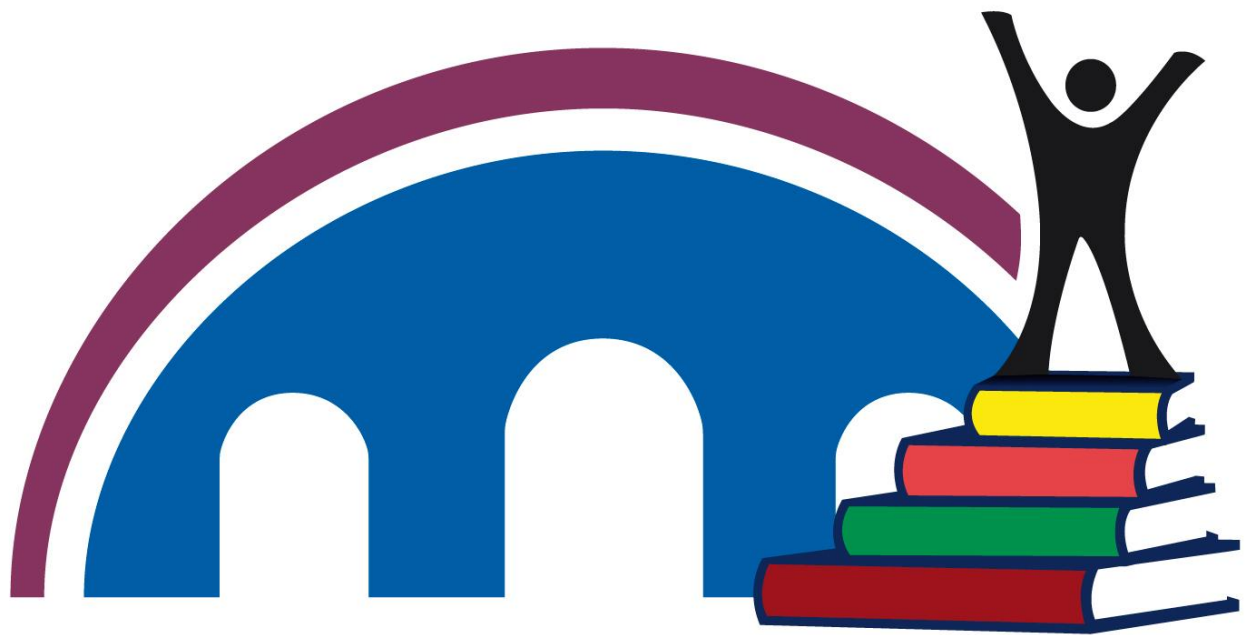




Bridge Academy Trust

LETTINGS POLICY

September 2026

Summary of Changes

Section Number	Current	Proposed Amendment
Scope	n/a	Added new section
Roles/Responsibility	n/a	Added new section
EIA	n/a	Added new section
Procedure for Hiring – 5.2 Reworded for improved flow	Ensure the hirer has valid public liability insurance or has opted into Bridge Academy Trust's cover with a £5m minimum and note that a certificate must be renewed annually and checked.	Ensure the hirer has valid public liability insurance with a minimum of £5m cover (certificates must be renewed and checked annually) or has opted into Bridge Academy Trust's cover.
Bookings – 7.3 Reworded to prevent contradicting policies	Documentation must be retained for a minimum of 6 years for audit purposes.	Documentation must be retained in accordance with the Records Management Policy.
Payments – 10.1 & 10.2	Or payments will be made via the use of a third-party facilities management company	Removed 10.2 as it was duplicated in 10.1

Date of Draft Policy: (this is the month/year the policy was drafted)	April 2026	
Last approved version Frequency of review	June 2025 Annually	
Consultation with Staff Required	Yes ☐	No ☒
Period of Consultation (if required)	From N/A	To N/A
Trustees Committee Reviewing Document	Trustee Policy Review Committee	
Date of Board of Trustees Meeting at which Policy Approved	16 th June 2026	
Date of Adoption of Policy	1 st September 2026	
Date Policy available on Central Area/www (If appropriate)	1 st September 2026	
Reviewer	Compliance Director and Finance Director	
Advice From	The Key in association with Forbes solicitors	

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INTRODUCTION

- 1.1 The Trust recognises the position of each school within the local community and that encouragement should be given to the use of the Trust premises by outside organisations.
- 1.2 The Trust wishes to take every possible care to ensure that all children/young people and others using Trust premises out of hours are safe from abuse and that they are treated with dignity and respect.
- 1.3 This policy also ensures full compliance with relevant statutory regulations, including health and safety law, financial probity standards, VAT regulations, and safeguarding expectations, as per DfE and Charity Commission guidance.

SCOPE

- 2.1 This policy applies to all lettings of premises owned, leased, or operated by the Trust, including requests made by external organisations, community groups, private individuals, and commercial providers, where use is outside the normal school day or for purposes not directly related to the delivery of education.
- 2.2 This policy must be followed by all schools in the Trust and forms part of the contractual conditions for all hirers.
- 2.3 This policy does not apply to internal school activities delivered by Trust staff for pupils as part of the normal curriculum or school operations. It also does not cover third-party use where the Trust has no control of the premises (for example, events held entirely off-site).

ROLES AND RESPONSIBILITIES

- 3.1 The letting of each school's premises is the responsibility of the Trust, and the administration of the letting is the responsibility of the school Lettings Team with support from the central Finance Team.

CHIEF FINANCE & OPERATIONS OFFICER (CFOO)

- 3.2 Is the policy owner and has delegated authority to approve the annual schedule of charges, approve (or refuse) lettings that present higher than normal risk, and determine any discretionary discounts in line with this policy and the Trust's Scheme of Delegation.

FINANCE TEAM

- 3.3 Responsible for ensuring income is accounted for correctly and invoicing is recorded accurately, including VAT considerations.
- 3.4 Oversees debt recovery and write-off processes in accordance with the Trust's financial regulations.

THE HEADTEACHER/HEAD OF SCHOOL

- 3.5 Is responsible for local approval of lettings at their school, ensuring lettings do not compromise educational delivery or site security, and confirming that risk assessments are completed and signed where required.

SCHOOL SITE/LETTINGS TEAM

- 3.6 Responsible for day-to-day administration, including managing enquiries, coordinating site visits, ensuring hire agreements are complete, collecting and checking required documentation (e.g., insurance certificates, safeguarding information where relevant, and risk assessments), maintaining accurate booking records, and communicating terms and conditions to hirers.
- 3.7 Responsible for premises access arrangements, opening/closing, basic health and safety checks prior to and after use, reporting defects or damage, and escalating any breaches of site rules or incidents to the appropriate school lead.

DESIGNATED SAFEGUARDING LEAD (DSL)

- 3.8 The Designated Safeguarding Lead (DSL) (or nominated safeguarding lead) provides advice where lettings involve children, young people, or vulnerable adults, including reviewing safeguarding information provided by the hirer and ensuring arrangements are consistent with the Trust's safeguarding policies.

HIRER

- 3.9 Is responsible for complying with all terms and conditions of hire, including health and safety and fire procedures, supervision and conduct of attendees, safeguarding arrangements (where relevant), obtaining any required licences/permissions, holding appropriate insurance, protecting any personal data they process, and leaving the premises in a safe and tidy condition.
- 3.10 The hirer must report accidents, incidents, safeguarding concerns, and damage to the school immediately (or as soon as practicable) in accordance with the instructions provided.

EQUALITY IMPACT ASSESSMENT (EIA)

- 4.1 An Equality Impact Assessment has been completed for this policy which identified no significant negative impacts.

PROCEDURE FOR HIRING

- 5.1 Procedure for hiring:
- a) Potential hirers should contact each individual school's office to view and discuss facilities.
 - b) Once times and facilities have been agreed the school will contact Lettings@bridgeacademytrust.org with details of what has been agreed and contact information for the hirer.
 - c) The school Lettings Team will then send an application form (Appendix 1) and confirm appropriate charges to the hirer.
 - d) The hirer will complete the appropriate lettings application form and return to the Finance and Lettings Team Lettings@bridgeacademytrust.org.
- 5.2 On receipt of completed forms the Finance and Lettings Team will:

- a) Confirm the scales of charges.
- b) Ascertain that the application form has been properly signed by the hirer.
- c) Confirm whether or not the hirer is affiliated to any national association that has its own child protection policy (if the hirer is teaching/instructing children under 18 years old).
- d) Ensure that the hirer has a child protection policy if not affiliated to a national association (if the hirer is teaching/instructing children under 18 years old or vulnerable adults).
- e) Ensure that a copy of the academy's own child protection policy and guidelines has been passed to the hirer. This will be reissued annually with new terms and conditions.
- f) Ascertain whether or not it is necessary to seek references for the hirer.
- g) Ensure the hirer has valid public liability insurance with a minimum of £5m cover (certificates must be renewed and checked annually) or has opted into Bridge Academy Trust's cover.
- h) Verify that all personal data shared as part of the application is stored and processed in accordance with the UK GDPR and the Data Protection Act 2018.

RATES

- 6.1 The Board of Trustees has delegated the authority to the Chief Finance & Operations Officer (CFOO) to agree the annual lettings rate/hire charges.
- 6.2 All rates must be reviewed annually and adjusted in line with inflation, operational costs, and benchmarking with similar educational providers, as per the Trust's Financial Regulations.
- 6.3 When annually updated Appendix 2 will be updated accordingly.

BOOKINGS

- 7.1 Requests will be logged on the school's lettings booking system by the Hirer or Lettings Team. Payment will be required in advance for all one-off lettings and where the hirer is not known to the Trust. In other instances, it may be appropriate to require a deposit. All such deposits will be banked immediately. Where a refund of the deposit is subsequently required, then a BACs or cheque payment should be issued.
- 7.2 At the discretion of the CFOO, a discount up to a maximum of 50% on our pricing structure can be offered on underutilised areas of the site. Any discount will be subject to other facilities already being in use. Discounts applied must be logged, justified, and approved in writing by the CFOO or delegated authority to maintain a full audit trail.
- 7.3 All bookings must be supported by a completed Hire Agreement, VAT assessment (if applicable), and risk assessment prior to the commencement of any hire activity. Documentation must be retained in accordance with the Records Management Policy.
- 7.4 A risk assessment (see appendix 3 for an example) is to be received from each hirer before hiring commences and is to be approved and signed by the Headteacher/Head of School. Risk assessment to be filed locally and ensure they are updated annually. This could be

either at the start of each academic year or on the anniversary of the letting and is up to each individual school to decide.

TERMS AND CONDITIONS OF HIRE

- 8.1 The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.
- a) “Hirer” means the person or entity identified in the relevant hire request form.
 - b) The hirer shall pay the full amount as stipulated, and shall not be entitled to offset any amount owing to the school against any liability, whether past or future, of the school to the licensee.
 - c) The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
 - d) The hirer shall not sub-licence any of the premises under the licence.
 - e) The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
 - f) The hirer must comply with all licensing requirements, including PRS for Music, TV Licences (if applicable), and temporary event notices, for any public performances or events.
 - g) There must be no sale of alcohol. Alcohol may only be consumed at adult only events, prior approval from the Trust must be sought.
 - h) Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
 - i) The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
 - j) The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time and must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than one month before the start date of the licence.
 - k) The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
 - l) The hirer shall indemnify and keep indemnified the school from and against:
 - i) any damage to the premises or school equipment;
 - ii) any claim by any third party against the school; and
 - iii) all losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises.

- m) Nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
- n) Any cancellations by the hirer received with less than 3 working days' notice will not be refunded.
- o) Any cancellations by the school will be refunded unless due to breaches of terms and conditions.
- p) The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
- q) The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
- r) The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the school.
- s) If the hirer breaches any of the terms and conditions the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
- t) The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
- u) The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for use of any third-party intellectual property.
- v) The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
- w) The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
- x) The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
- y) This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
- z) The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

SAFEGUARDING

- 9.1 Bridge Academy Trust is dedicated to always ensuring the safeguarding of its students. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.
- 9.2 If activities involve children, young people, or vulnerable adults, evidence of DBS checks for all supervising adults and a copy of the organisation's safeguarding policy must be submitted and retained. This applies regardless of affiliation with a national body.

- 9.3 The hirer must comply with the UK GDPR and Data Protection Act 2018 in any activity involving the collection or use of personal data.

PAYMENTS

- 10.1 All income must be recorded through the Trust's financial system with unique invoice identifiers and cross-referenced with hire agreements. Any use of third-party facilities management systems must be authorised by the Finance Director and integrate reporting to the central finance team.
- 10.2 The CFOO shall ensure at period close that all monies due to the Trust have been collected.

CANCELLATIONS

- 11.1 Bridge Academy Trust reserve the right to cancel any agreed hiring. A full refund will be issued if we do cancel a hire and shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.
- 11.2 Where the hirer cancels with less than 3 working days' notice, the full charge will apply. Refunds (if eligible) must be processed through the central finance system with authorisation recorded.
- 11.3 Cancellations due to force majeure or facility failure may result in rescheduling, subject to availability.

DEBT MANAGEMENT

- 12.1 Unless specifically detailed on the invoice, payment terms will be 28 days.
- 12.2 The following timetable shall apply where payment is not received:
- | | |
|---------------------------------------|-------------------------------------|
| 30 days after original invoice issued | - First reminder letter |
| 4 weeks after first reminder letter | - Second reminder letter |
| 4 weeks after second reminder letter | - Referral to the FD & Final letter |
| At the end of each half term | - Referral to the CFOO |
- 12.3 If it is determined that the debt is not recoverable it will need to be 'written off' as set out in the Scheme of Delegation.
- 12.4 A record will be maintained of all hirers who have debt written off against them. Should a future request be received from one of these hirers then full settlement of the debt owed will be required, failure to comply will result in the booking being refused.

APPENDIX 1: HIRE AGREEMENT

Will be included once they have been reviewed.

APPENDIX 2: LETTINGS RATES

HIRE CHARGES FOR ARTIFICIAL GRASS PITCH 2026/27

Assumptions/Methodology:

- [Price comparison](#) exercise has been completed to ensure we are competitive to the local area.
 - For facilities that our rates were higher than other local facilities we did not increase
- Increased all other lettings rates by the Bank of England inflation rate of 3.3% as at April 2026.

Things to note/consider:

- I plan to remove the Main Hall lettings cost as this has been converted to a refectory area in Moulsham and the Auditorium/Theatre can cover all other hirers. I will continue to separate the Halstead charge.

Rates for 2026/27 Academic Year	All prices listed in this agreement exclude VAT and a standard hourly rate (unless otherwise stated)			
Training Use	Partner Club Charter Rate	Youth Club - Non-Charter	Adult Club	Mini AGP
Quarter of Pitch (NOT only)	£30		£35	
Third of Pitch (MHS only)	£40	£45	£51	n/a
Half Pitch (NOT only)	£55		£62	
Full Pitch (<i>NOT rate only</i>)	£85 or (£100)	£90	£105	£50
Weekend Match hire <u>ONLY</u>	MHS	NOT	Holiday Day Rate - 6 hours hire with 30mins set up and taken down	
Mini Soccer - 60x40m Pitch	£35	£40	Mini AGP	£160

Youth Soccer 7 v 7		£35		
Youth Soccer 9 v 9	£40	£60	Partner Club (Full Pitch)	£270
Youth - Adult size pitch	£46		Non-Partner Club (Full Pitch)	£290
Adult - Whole pitch	£91	£70		
Commercial Rates (per hour)		Full Pitch		Mini AGP
		£179		£72

HIRE CHARGES FOR OTHER FACILITIES 2026/27

All hire charges exclude VAT and per hour (unless stated otherwise)		
Location	Chelmsford, Ongar, Braintree and Witham area charges	Halstead area charges <u>ONLY</u> (due to location demand)
Auditorium / Theatre / Hall Space		
Per Day – (8.30 - 16.30)	£498 per day	£155 per day
Per Hour – (8.30 – 16.30)	£72 per hour	£24 per hour
Per Hour – (16.30 – 22.00)	£82 per hour	£30 per hour
To include use of the Audio Visual or Retractable Seating	Extra £16 on each hiring	Extra £21 on each hiring
Other Internal Areas		
Sports Hall	£46	
Swimming Pool	£51	
Gym/Fitness Centre	£34	£19
Classrooms (Standard)	£21	£14
Specialist Areas e.g. <i>Drama/Dance Studios</i> <i>Coffee Shop</i> <i>Computer Suite</i> <i>Science/Technologies Classroom</i>	£33	£14
Meeting Rooms	£15	
Multi-Purpose Areas e.g. <i>Chaucer building</i>	£62	

Dining Room / Refectory	£36	
Use of Kitchen	£21	
External Areas (and associated areas)		
Use of Whole Field	£108	
11 v 11 Grass Pitch	£30	£25
9 v 9 Grass Pitch	£20	
Changing Room Charge (Open)	£22	
Changing Room Charge (Sole Use)	£43	
Grass Pitch Training Area	£20	
Cricket	£43	
MUGA	£24	
To include use of the Trust insurance	Extra £5 on each hiring	

ALL PRICES ABOVE ARE SUBJECT TO A 25% DISCOUNT FOR BRIDGE ACADEMY TRUST STAFF, MOULSHAM LODGE COMMUNITY TRUST AND ONGAR RESIDENTS ASSOCIATION.

APPENDIX 3: EXAMPLE RISK ASSESSMENT

Will be included once they have been reviewed.