

Bishop Perrin
Church of England
Primary School



Lettings Policy

Non - Statutory Policy

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1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support extra-curricular, community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- school hall
- classroom
- playground
- Creative Arts Room
- kitchen
- Outdoor classroom

2.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
School hall	Seating: approx. 200 Standing: approx. 350 (this does not take into account any presence of tables, stands or displays that would tend to reduce the floor area, so will need to be adapted accordingly)	£28 per hour
Classrooms (including outdoor classroom)	Seating: 40 Standing: 60	£22 per hour
Playground	Standing: approx. 500 (this does not take into account stands, amusements, etc. present. A specific assessment of capacity must be carried out prior to each event and capacity adapted accordingly)	£28 per hour
Creative Arts Room	Seated: 20 Standing: 25	£22 per hour
Other resources e.g., kitchen, other equipment		Price on application

Rates for hire of school equipment

Equipment for Hire (rates stated are per day/session)	
PA System / IT Equipment	£20
Use of playground / hall apparatus	£20

For external organisations hiring the premises for an extra-curricular club, a termly administration fee of £15 will be added which covers: advertising the club and organising it to fit in with the school club timetable: providing a register for the term; providing first aid cover (after-school clubs only) and taking care of any children who are injured or feel unwell while the club is running; seeing the children out at the end of each session; contacting parents if the club has to be cancelled for any reason and organising another date on which that club can be held.

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We may decide to impose an additional cleaning fee on top of the hiring rates.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 14 days' notice.

The school 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.

The hirer of the premises can cancel any hire with a minimum of 14 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the Headteacher and Finance and Administration Officer and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should fill out the hire request form, which can be found in appendix 1 of this policy for general hire, or appendix 2 for extra-curricular club hire. They must also read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the school office, along with the appropriate documentation pertinent to the hire as set out in the terms and conditions of this document (e.g. risk assessments, safeguarding policies, etc.) and in the case of extra-curricular clubs hire, documents required as stipulated in the Extra-Curricular Clubs Policy. The hirer will also need to provide proof of its public liability insurance.

Approval of the request will be determined by the Headteacher.

If the request is approved, a confirmation will be sent to you (usually via email) and any invoices need to be paid within 30 days of issue. We will also share any details of the school's standard emergency evacuation procedures and other relevant health and safety documents as necessary. In the event of a large-scale public event e.g. a school fete, the school's standard emergency evacuation procedures will need to be adapted by the hirer and shared with the school no later than 14 days before the event, as the standard school ones are not designed for such a purpose.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

5. Terms and conditions of hire

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.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. 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.
4. The hirer shall not sub-licence any of the premises under the licence.
5. 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.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. 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.
9. The hirer 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 14 days before the start date of the licence.

10. 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.
11. The hirer shall indemnify and keep indemnified the school from and against:
 - a. any damage to the premises or school equipment;
 - b. any claim by any third party against the school; and
 - c. 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
12. Save that 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.
13. Any cancellations by the school made with at least 14 days' notice will be refunded.
14. Any cancellations by the hirer received with less than 14 days' notice will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency. A copy of the evacuation plan must be displayed at events.
16. 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.
17. No alterations must be made to the school structure, fixtures, or fittings. Adequate care must be taken of the flooring within the school. Suitable care must be taken so that no marks are left on furniture or equipment used.
18. On completion of the hire, the hirer must clean and carry out an inspection of the area used to ensure that:
 - (a) all windows and doors are closed and secured;
 - (b) all lights are turned off;
 - (c) the premises have been left clean, tidy and safe (this includes children, staff and visitor toilets if they have been used);
 - (d) all electrical items have been switched off;
 - (e) there are no signs of a fire
 - (f) the building must be secured properly after use, including setting the alarm
19. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
20. The hirer will be mindful and respectful of our neighbours and noise pollution / disturbance will be kept to a minimum for the duration of the hire. The hirer will observe a cut off time for loud music of 11pm.
21. 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.
22. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
23. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property and for the selling of alcohol i.e. sale by retail and proxy sales (drinks included in the ticket price, donations for alcohol). A copy of the license will be displayed for the duration of the event.
24. Alcoholic beverages must not be sold or consumed on the premises unless declared on the hire request form.

25. No smoking or vaping is allowed on school grounds at any event.
26. Smoke machines, strobe lighting, helium balloons are not permitted to be used at events
27. The hirer is responsible for carrying out any risk assessments of the activities and the premises relating to the activities it is running.
28. Equipment brought onto the premises must be fit for use. Electrical items must be PAT tested and certification of this must be checked by the hirer before the equipment is permitted to be used. Any electrical items used outside must be under cover and away from activities that might include water. BBQs and gas cylinders are not to be stored on site.
29. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
30. The school's premises lettings 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.
31. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
32. 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.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and compliance with the Prevent duty, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Single Point of Access (SOA) on 0208 547 5008 as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

6.1 Allergy-aware School

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. This includes ensuring they adhere to all safeguarding procedures concerning managing children's allergies and medication. Hirers are not permitted to access the medication held by the school. For more information, please see our ['Managing Allergies in School'](#) policy.

Bishop Perrin Primary School is an allergy-aware school and aims to be a nut-free environment. Anyone hiring the premises, must not bring nuts or nut / sesame products on-site. This is particularly important for anyone hiring the kitchen.

8. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing board.

Appendix 1: Standard Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact the Marketing and Admissions Officer.

This form must be completed fully and returned to the school office at least 14 days before the date of hire, along with all appropriate documentation as set out in the terms and conditions, for consideration by the Headteacher. The person completing this form must be over 18 years of age and will be considered as the Hirer and responsible for ensuring compliance with the hiring terms and conditions as set out in this policy.

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	

Additional equipment you will require from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place, including name of DSL and names of DBS certificate holders	
Will alcohol be served? Will alcohol be sold?	
For SA events - named key holder for the event (must be a member of SA committee) – keys will only be released to this person	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy and have included all the necessary documents pertinent to hire as set out in the terms and conditions.

Name _____ Date _____

Signature _____

Please return this form via email to info@bishopperrin.richmond.sch.uk or to the school office. We will be in touch to inform you if your application is successful, and if so, details of the full cost and any additional information required.

Appendix 2 - EXTERNAL AGENCY HIRE REQUEST FORM FOR EXTRA-CURRICULAR CLUB PROVIDERS

Term	
Name of organisation	
Organisation contact details	
Activity to be provided	
Day the club will take place	
Time the session will finish	
Maximum number of children	
Coach's name & contact number	
By signing below, I agree to the terms and conditions set out in the school's premises hire policy and have included all the necessary documents pertinent to hire as set out in the terms and conditions. Signed _____ Print name _____ Position within organisation _____ Date: _____	

Appendix 2: Confirmation of licence template letter

You may want to delete this section when you publish a version of this policy on your website. This is for the benefit of the person who will administer the policy.

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is available on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the terms and conditions already provided to you.

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date].

We'll also require you to submit to us:

- Proof of your public liability insurance
- Specify any other documents you'll require when someone hires the premises

We've attached the following documents:

- Details of emergency evacuation procedures in the event of a fire/similar emergency
- Specify any other documents you'll want to make sure the hirer is familiar with (e.g. health and safety policy)

Please make sure you're familiar with these before the date of hire.

You can contact our Marketing and Admissions Officer with any questions about hiring the premises.

You may wish to have an additional 'out of hours' contact/contact details for when the hire is happening if the person is hiring the premises outside of school hours.

Kind regards,

[staff member]