



Our Lady Catholic Primary School

Premises Hire Policy



The Diocese of Westminster Academy Trust
A Catholic Academy

September 2022

Contents

1. Aims and scope	2
2. Areas available for hire	2
3. Charging rates and principles.....	3
4. Application process.....	4
5. Terms and conditions of hire	4
6. Safeguarding	6
7. Monitoring arrangements.....	6
Appendix 1: Hire request form.....	7
Appendix 2: Confirmation of licence template letter	8

1. Aims and scope

This version of our policy applies while COVID-19 remains a risk.

We aim to:

- Make sure the school’s premises and facilities can be used, where appropriate, to support 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, within current legislation and following government guidelines

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Hall
- Dining Room
- Classrooms
- Library / Music Room / Community Room
- Front Playground
- Playing Fields
- Football Pitch
- MUGA

The type of activities allowed in these areas will depend on latest national and local government guidance on COVID-19, including on protective measures and social distancing.

2.2 Capacity and Charging Rates

All capacity numbers below will be subject to the latest government guidance and local guidance on COVID-19, including protective measures and social distancing for the activity that is taking place. The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
Hall	200	£15 per hour
Dining Room	100	£15 per hour
Classrooms	40	£10 per hour
Library / Music / Community	10 (not available whilst Covid-19 remains a risk)	£10 per hour
Front Playground	n/a	£15 per hour
Rear Playing fields (including playground)	n/a	£30 per hour
Football Pitch	n/a	£10 per hour per pitch
MUGA	30	£15 per hour
MUGA & Playing fields	30+	£25 per hour

Discounts will be available for regular/long term bookings.

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 7 days' notice. However, if the school has to cancel a booking due to a local or national lockdown or a suspected / confirmed case within the school we will give the hirer as much notice as possible but reserve the right to cancel any agreed hiring with immediate effect. The hirer will be notified by email and telephone.

A full refund will be issued if we do cancel a hire. 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 7 days' notice. However, if the hirer has to cancel a booking due to a local or national lockdown or a suspected / confirmed case within their organisation, the hirer will give the school as much notice as possible but has the right

to cancel any agreed hiring with immediate effect. The hirer will notify the school by email and telephone.

3.3 Review

The revenue raised from hiring out will be reviewed by the Business Manager 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, and 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. Approval of the request will be determined by the School Business Manager.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their public liability insurance.

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, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

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 without refund.

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 of copy of the relevant insurance certificate no less than 10 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 7 days notice or in the case of cancellations relating to COVID-19 with immediate effect will be refunded.
14. Any cancellations by the hirer received with less than 7 days notice will not be refunded. In the case of cancellations relating to COVID-19 a full refund will be given.
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.
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. The hirer will clean their own equipment brought into the premises and will clean the premises after use in line with current health and safety guidance.
18. 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
19. 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.
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
21. 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.
22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running. This includes a risk assessment for COVID-19.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. The hirer and the individuals participating are responsible for adhering to the latest government guidelines on COVID-19 and social distancing at all times.
25. 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.
26. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
27. 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 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.

7. 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, such as where COVID-19 is no longer a risk.

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

Appendix 1: 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 school office on 01462 622555.

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 Please note: these numbers must adhere to latest government guidance on social distancing	

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	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Name: _____

Date: _____

Signature: _____

Please return this form via email to admin@ourladys.herts.sch.uk or to the school office at Our Lady School, Old Hale Way, Hitchin, SG5 1XT. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.



OUR LADY CATHOLIC PRIMARY SCHOOL
 The Diocese of Westminster Academy Trust A Catholic Academy

Old Hale Way, Hitchin, Herts, SG5 1XT

www.ourladys.herts.sch.uk
admin@ourladys.herts.sch.uk
 Tel: 01462 622555



Head Teacher: Sarah Snowball

Date

Dear

Thank you for requesting to hire our playing fields/MUGA/Dining Hall/School Hall (delete as appropriate).

We are pleased to say the area you have requested is free on the following dates/times:

XX Hour Hire of XXXXX	Timings	Costs
Date of Hire	Time of Hire	£
	TOTAL	£
Can be added if required	10% DISCOUNT	£
	TOTAL DUE	£

Payments by BACs would be preferred as follows:

Bank: Lloyds Bank
 Account number: 42354768
 Sort code: 30 93 92

You can contact myself with any questions about hiring the premises.

Kind regards,

Jill Westbury
 Our Lady School

.....
 Hirer's Name
 Company

