

# Queensgate Foundation Primary School



## Premises Hiring Policy

June 2019

Working together for a successful future



**PREMISES HIRING POLICY**  
**Queensgate Foundation Primary School**

**Policy Review**

This policy will be reviewed in full by the Governing Board on an annual basis.

The policy was last reviewed and agreed by the Governing Board on 18<sup>th</sup> June 2019

It is due for review June 2020 (up to 12 months from the above date).

Signature ..... *Sillit* ..... Head Teacher      Date *24/6/2019* .....

Signature ..... *Rewley* ..... Chair of Governors      Date *26/6/19* .....

| Section    | Amendment                          | Date       |
|------------|------------------------------------|------------|
| Appendix B | Additional wording – return of key | 19.06.2019 |
|            |                                    |            |
|            |                                    |            |
|            |                                    |            |

The hiring of the school premises/sports field to groups and organisations within the local community is welcome, subject to the following conditions:

1. Use of premises for school functions will take priority over hirings.
2. The governing body will set charges for hirings guided by the following principles:
  - a) Use by the PTFA of Queensgate will be free of charge
  - b) All groups will be charged as schedule 1 (see below) or such other sum as the governing body may determine from time to time
  - c) All bookings shall carry a £50.00 refundable deposit, which must be paid prior to a booking being confirmed and will be returned to the hirer no later than 14 days after the booked event has taken place subject to no damage having been caused to the school premises or sports field (including the furnishings equipment fixtures and fittings) during the period of the hiring and the premises having been left tidy and as found at the commencement of the hiring. All block bookings shall carry a £50.00 refundable deposit which shall be returned to the hirer no later than 14 days after the final booked event has taken place subject to no damage having been caused to the school premises or sports field (including the furnishings equipment fixtures and fittings) during the period of the hiring and the premises having been left tidy and as found at the commencement of the hiring
  - d) Where a key is required in order to access the hired area the hirer agrees to collect the key from the school administration office at a pre-agreed time. The hirer agrees to return the key after hire at a pre-agreed time as stipulated by the school
  - e) Where a key is lost by a hirer the replacement of the key will be charged to them at full cost
  - f) Every endeavour is made by the school to accommodate the reasonable requirements of the hirer but the primary function of the school is to provide education for its pupils which will take priority. Where the stage and/or lighting is required for school use it will not be removed for the hirer and it will remain in situ for the duration of the school event. The hirer shall not move any equipment lights or other items (whether on the stage or elsewhere) without the prior written approval of the school
  - g) Hire charges cover the normal use of lights, heating and toilets for internal hiring only. If hirers wish to use specific equipment separate arrangements and charges will need to be agreed. Additional use of electricity etc. must be previously arranged and agreed in writing. Hirers must not use lights inappropriately (and without prejudice to the generality of the foregoing especially those in the hall during the summer period)
  - h) The full charge for any hiring including the deposit referred to in clause 2(c) shall be paid before a booking is confirmed. In the event of a hirer wishing to cancel a booking more than 14 days before the event is due to take place the hiring charge and deposit will be refunded less a £20 administration fee. In the event of a cancellation less than 14 days before the event the deposit will be refunded less a £20 administration fee but not the hiring charge.
3. The building is fully alarmed and protected by security. If the building or sports field is left unsecured by the hirer the school will charge the hirer all the costs incurred, including the cost of staff time, subject to a minimum fee of £100.00, to re-secure the building/sports field following the hiring.



4. In the event of any damage the Hirer must notify the School at the earliest opportunity. The School shall be indemnified in full by the hirer for any damage occurring during the period of the hiring even if not caused directly by the hirer.
5. All Hirers and those permitted to use the school premises/sports field in consequence of the hiring must fully comply with all relevant Health and Safety legislation and regulations, and the school's health and safety policies. Hirers shall not permit smoking, the use of drugs or the consumption of alcohol anywhere on the school premises or sports field (save that alcohol may be sold and consumed if a licence has been obtained as mentioned in clause 10 below. Hirers shall not permit any dogs (apart from guide dogs) to be brought on to any part of the school premises or playing field.
6. All hirers must leave the school premises/sports field at the conclusion of the hiring in the same condition as at the commencement of the hiring. In particular all litter must be removed or placed in the bins provided.
7. Hirers must ensure they have an appropriately trained and qualified First Aider and Fire Marshal on site throughout the hire period (see Appendix 2)
8. Hirers may not sub contract the right to use the school premises/sports field to another individual, club or organisation.
9. The school premises or sports field will not be hired to individuals or organisations if there is reason to believe that the name of the school may thereby be brought into disrepute. The decision of the head teacher or governing body in this regard shall be final and neither she nor they shall be obliged to give a reason for the decision.
10. The school premises/sports field may be hired for functions where a Public Entertainment Licence or Licensed Premises Licence is required provided this is agreed in advance by the head teacher and the hirer obtains the necessary licence. The hirer must fully comply with the terms and conditions of any such licence and the legislation affecting it.
11. In the event of an emergency, fire, the hirer will have an appropriate evacuation procedure in place with a dedicated assembly point and that such procedures are known to all persons assisting in running the event for which the school premises/sports field have been hired. Should such a circumstance arise the Hirer will first contact 999 Emergency Services followed by the Site Manager (see Appendix 1).
12. The Governing body authorises the Headteacher to permit hirings but if she believes a hiring should not be permitted she will report the reasons to the Governing Body.
13. Income derived from hirings will be retained by the school and costs to the school of hirings will be met from this income.
14. All hirers shall be licensees and not entitled to exclusive possession of any part of the school premises/sports field. No relationship of landlord and tenant shall be created between the school and any hirer.
15. All hirers must satisfy the school that they have public liability insurance with a sum insured of at least £2 million which will cover claims arising out of the hiring. Hirers must agree to indemnify the school (including employees of the school and the members of the governing

body) against all claims arising out of the use of the school premises/sports field by the hirer and those permitted on to the school premises/sports field during the hiring.

16. The school shall not be liable for any claims for damages for death, personal injury or damage to property arising out of the hiring of the school premises/sports field by any person or corporate body save to the extent that such liability cannot by law be excluded.
17. The Headteacher will up-date the Resources Committee with details of hirings on a regular basis.
18. A copy of this Premises Hiring Policy will be provided to all hirers, which must be signed and returned with all required information provided in full prior to any hirings taking place (see Appendix 1)

## Schedule 1

Hirings to all groups

| Facility     | Cost per Hour/or part hour of |
|--------------|-------------------------------|
| Single Pitch | £10.00                        |
| Hard Court   | £10.00                        |
| Hall         | £10.00                        |
| Music Room   | £8.00                         |



## APPENDIX 1- Booking Form

|  |                                     |                                     |  |
|--|-------------------------------------|-------------------------------------|--|
| Group Name of Hirer                      |                                     |                                     |  |
| Person in Charge                         |                                     |                                     |  |
| Contact Telephone Number                 |                                     |                                     |  |
| Alternative Contact and Telephone Number |                                     |                                     |  |
| Area hired                               | PITCH <input type="checkbox"/>      | HALL <input type="checkbox"/>       |  |
|  | HARD COURT <input type="checkbox"/> | MUSIC ROOM <input type="checkbox"/> |  |
| Date/Dates of Hire                       |                                     |                                     |  |
| Time of Hire                             | From                                | To:                                 |  |
| Total Time of Hire                       |                                     |                                     |  |
| Total Cost of Hire                       |                                     |                                     | £50.00 Deposit Paid <input type="checkbox"/> |
| Any Additional Terms and Conditions      |                                     |                                     |  |

*I confirm that I have read and, on behalf of the hirer, agree to abide by this Premises Hiring Policy. I have provided a copy of the hirer's Public Liability Insurance policy and evidence that it is in force and will cover the event for which the hiring is being made. I and the hirer will ensure that the hirer will have a Fire Marshal and First Aider on site throughout the period of hire. I and the hirer will ensure all personnel associated with the above hire are aware of the terms and conditions within the policy. I acknowledge receipt of key/s for the facilities hired and agree to use the key/s and facilities for the sole purpose for which intended and not to make any additional copies of the key/s. The keys will remain in my possession and will not be passed on to anyone else for additional use. I shall return the key at the end of hire. I and the hirer agree to return the keys In the event of loss I and the hirer agree to pay the full cost applicable for replacement thereof. The hirer accepts liability for any damage caused as set out in clause 4 above.*

|       |  |
|-------|--|
| Name: | Signature:<br>Duly authorised to sign on behalf of the hirer |
|-------|--|

Date:

|                                      |                           |
|--------------------------------------|---------------------------|
| Queensgate Custodian Contact number: | Mr. D. Cox<br>07801843830 |
|--------------------------------------|---------------------------|

For Office Use:

Gate Key

☐

Hall Key

☐

## APPENDIX 2

To all key holders and hirers of school facilities

### FIRE SAFETY COMPLIANCE

**In order to comply with the current fire risk assessment please acknowledge, by putting your initials in the boxes, that you are aware of and have had sight of the following notices concerning fire safety**

Fire Alarm call points location chart in entrance hall

☐

I have an established Fire/Emergency Evacuation procedure in place

☐

Location used:.....  
Please specify e.g. hall

**It is also a requirement that you name a fire marshal who is on site during the hiring who will act as the responsible adult to follow the fire plan.**

**Named Fire marshal:** .....

**Named First Aider:**.....

**Signed:** .....**Print Name:** .....

**On behalf of: (organisation)** .....

**Date:** .....

