

## Introduction

We believe that our school premises should be made available, whenever possible, for the educational and social benefit of the local and school community. Our aims for the Hiring of the school premises are to ensure that opportunities are provided for:

- educational and training activities
- school fund-raising and social activities
- holiday and after-school play-schemes
- community activities
- use by voluntary organisations and staff members, and
- approved commercial hiring

This policy document sets out our approaches to hiring any part or parts of the school premises including the open playground areas. It establishes the basic principles, clarifies responsibilities and sets up procedures for implementation of the policy. It is based on the guidelines available from the Local Authority.

## Principles, priorities and equal opportunities

We want to share our facilities with others to promote life-long learning, and provide opportunities for recreation that will help achieve the school mission. Our first priority is to ensure that the premise is made available for educational activities, for example, governors' meetings, parents meetings and classes. Our next priority is to cater for the social needs of the local and school community.

All the facilities available for hire have access for wheelchairs. The school will not hire its facilities to political parties or groups, or for purposes which may in any way be seen as racist, sexist or discriminating against particular groups. All users must comply with the school's single equality policy.

## Conditions for hiring

All users of the building are expected to abide by the school's code of conduct at all times which is available in the school office. At Bigland Green we operate a no smoking policy in all parts of the building, including the playground. The hirer is responsible for ensuring the good conduct of the group using the premises, and for ensuring that other users are not disrupted. The organiser is also responsible for ensuring that the premises, facilities and equipment are used properly and left in the same condition as was found.

No alcohol may be brought or consumed on the premises. Insurance for users is the responsibility of the hirer. The school may ask for a copy of the insurance before approving any hire. The governing body reserves the right to amend, refuse or refuse to renew a hiring whenever it is deemed to be in the interest of the school.

## Procedures for hiring applications

To hire any of the facilities Appendix A (hire request) must be completed and returned to the school's Finance Officer. If the application is approved, the hirer must pay the full amount of the cost at least seven days before the hire on the production of an invoice. Cheques should be made payable to 'Bigland Green Primary School'. The school may also ask for a refundable deposit of £250 for each hire.

Here are the steps to hiring the school premises...

Step 1	Step 2	Step 3	Step 6
First visit the school and ensure that the facility is appropriate for your purpose.	Complete and return the 'hire request' form to the school's Finance Officer.	Once approved, arrange for an appropriate insurance cover. Pay the full amount at least 7 days before the hire on receiving an invoice.	Use the facility as arranged, and please leave the premises as found.

## Facilities available for hire

The governors have decided that classrooms used by children will not be available for hiring because of practical problems of safety and security of pupils' work. The facilities available for hiring are will be as detailed below. The charges are for educational activities. Charges for other bookings will be advised on enquiry on needs basis.

The Facility	Capacity	Availability	Cost
The PAL Space	150 people – suitable for small gathering, meetings & exhibitions.	Available in the evenings or weekends	<b>Weekday evening:</b> £50 first hour + £35 subsequent hours
Main Hall			<b>Weekends:</b> £80 first hour + 60 subsequent hours
Playground	Up to 250 people – suitable for recreational activities for children.		<b>Weekday:</b> £30 first hour + £30 subsequent hours <b>Weekend:</b> £50 first hour + £50 subsequent hours
Astro ball-court	Up to 20 people – suitable for 5-a-sides or 7-a-sides matches.		<b>Weekday evening:</b> £30 first hour + £10 subsequent hours
All activities must finish by 10:00 PM			

There is an additional £30 booking fee applicable to the hiring of all facilities.

## Bookings by staff members and governors

Depending on the purpose and time for which the booking is made, staff members and governors may be entitled to a discounted rate. The discount will be based on the staffing costs incurred by the school and energy costs. Kindly see the headteacher for more information. However, all staff members will be required to pay the booking fee of £30 for all bookings.

## Responsibilities

It is the responsibility of the governing body to devise and oversee the implementation of the Premises Hiring Policy.

It is the responsibility of the Chair of the Resources Committee, the Finance Officer and the Premises Manager to advise the governors on all aspects of implementation of this policy, and implement the policy on a day-to-day basis in accordance with agreed procedures. It is also their responsibility to approve or reject applications in consultation with the Headteacher and the Chair of the Governors as appropriate. It is the responsibility of the Office manger to work with the Finance Manager to deal with enquires for hiring and all bookings and invoices.

Date approved	Signature	Review
May 2022	<i>B. A. Pailola</i>	As required

**Appendix A**  
**Hire request form**



**Part 1: To be completed and signed by the hirer**

Name of person: ..... Tel: .....

Address: .....

Email: .....

Name of organisation (if applicable): .....

Date(s) when facilities are required: ..... Number of people: ....

Times (include time to setting up and tidying): From ..... hrs to .....hrs

Purpose for which the facilities are required: .....

.....  
 .....

I/we confirm that the information provided is accurate and full. I/we understand that any wrong or mis-information may result in any booking agreement being cancelled without further notice. The booking fee is non-refundable.

Signature: ..... Date: .....

**Part 2: To be completed by the school**

- Information checked and verified
- Facilities needed by the hirer is available
- Premises manager’s availability checked .....
- Considered risk assessment for the hire

**Premises manager’s assessment** – based on the information available, the recommendation is to

- Approve
- refuse
- seek further information about .....

Signature: ..... (Premises Manager) Date: .....

**Costs** for the hire (to be worked out once approved by the premises manager):

- Request approved
- Request refused

Booking fee	30.00
Deposit	
Facilities hiring fees	
<b>TOTAL</b>	

Signature: ..... (headteacher/chair of governors) Date: .....

# Hire agreement

I/we have read and will ensure observance by persons using the Bigland Green School premises, the School's conditions of hire as detailed in the 'Premises Hiring Policy'. The hiring will be for only the purposes stated on the hire request form.

Space to be hired: .....

Date(s): ..... Times (from) .....AM/PM (to) .....AM/PM

Number of expected users: .....

Responsible person on site: (Name)..... Tel. ....

Special access needs: .....

## I/we confirm that

- A payment of £ ..... will be made 7 days in advance along with a deposit of £.....
- There is a fire evacuation plan in place. I have been shown and know how to evacuate in an emergency and use the fire extinguishers if necessary.
- A qualified first-aid provider will be present during the time when the premises is being used.
- There are procedures in place for dealing with accidents and emergencies.
- A risk assessment has been carried out of the activities to be provided (a copy to be given to the school).
- All personals have an enhanced DBS disclosure if working with children or vulnerable adults.
- Arrangements have been made for public liability insurance cover for a minimum of £2m where applicable.

(Copies of the above must be submitted to the school. Any changes must be immediately reported in writing to the school – email. [admin@biglandgreen.towerhamelts.sch.uk](mailto:admin@biglandgreen.towerhamelts.sch.uk) )

I/we agree to be fully responsible for making good any loss or damages to the premises or equipment resulting from this hiring and will ensure that the premises are in good order. That the school premises will always be kept fully secure and any keys or school properties will be safeguarded at all times.

Full Name(s) ..... Position in the organisation: .....

Full name of organisation: .....

Address/Tel.....

Signature: ..... Date: .....