



Status	Non - Statutory	Date first approved	March 2020
Any other statutory names for this policy (where applicable)		Date last reviewed	March 2025
Responsibility for this policy (job title)	CFOO	Frequency of review	Yearly
Governors' Committee with responsibility for its review	Resources	To be put on the school website? (Yes/No)	Yes

1. Introduction

- 1.1. A hiring is defined as 'any use of the premises by an individual, a member of the school community (includes parents association), a community group or a commercial organisation outside of school hours, regardless of whether a hiring fee is charged'.
- 1.2. A 'hirer' means the person, who must be over 18 years of age, or entity identified in the Hirers Details section on the booking form.
- 1.3. The School recognises that the premises are a valuable resource within the community and welcomes the opportunity to enable others to benefit. However, a hiring must not interfere with the primary activity of the school and if there is a conflict between a hiring and a school event, the school event will take precedence.
- 1.4. Use of the premises for school activities, such as meetings or events, where students are supervised by teaching staff, are not considered a hiring and do not require a booking form to be completed.
- 1.5. The rates charged for the use of the premises will cover all costs associated with the hire and, where appropriate, will raise additional funds for the school.
- 1.6. The School will support long-term hirings so they are able to return after breaks between terms and seasons.

2. Facilities and Equipment Available for Hire

- 2.1. The school will permit the hire of the following spaces:

General Facilities:

- Car Park
- Classrooms
- Computer Rooms
- Dining Room
- Drama Studio and Changing Rooms
- Harding Hall
- Library
- Main Hall
- Music Practice Rooms
- Sixth Form Study Centre
- Tech Rooms (excludes equipment)

Sports Facilities:

- Courts and Floodlights
- Gym and Changing Rooms
- Sports Hall and Changing Rooms

- 2.2. Equipment, furniture and car parks will be available for hirers to use free of charge provided they are used in conjunction with the hiring of a space.

2.2.1. Equipment - Inclusions/Exclusions

2.2.1.1. Sports Equipment: the use of goals and nets is included but rackets and balls are not, it is the hirer's responsibility to provide these.

2.2.1.2. General Equipment/Furniture: use of urns, tables, chairs and presentation equipment located in the hired space is included but specialist items such as stage lighting, sound equipment or computer equipment are not unless by special arrangement.

2.2.2. If a specialist room or specialist equipment is hired it may be necessary to have the hiring supervised by a qualified member of the school staff, an example of this would hire of the Technology Rooms or the use of computer equipment. A hirer will be charged an additional cost for this.

2.3. Changing rooms, unless required by the school these are available free of charge, but a hirer may not have exclusive use.

2.4. From 1st September 2026, the school reserves the right to refuse the hire of its premises to any individuals or organisations providing private tuition or coaching specifically targeted at the 11+ entrance examinations.

3. Hours of Opening

3.1. The School's premises are available for hire at the following times, with the exception of Bank Holidays, Inset Days and the Christmas/New Year school holiday:

General Facilities (excludes specific activities identified under the Premises Licence for the Main Hall and Harding Hall)

- Monday to Friday: 15:30 to 23:00 hrs
- Saturday and Sunday: 08.30 to 00:00 hrs

Sports Facilities:

- Monday to Friday: 18:00 hrs to 22:00 hrs
- Saturday and Sunday: 09:00 hrs to 18:00 hrs

These times may be changed at the School's discretion and in exceptional cases, and for an additional charge, may be extended if requested at the time of booking by the hirer, unless this contravenes the conditions of the School's Premises Licence.

4. Hiring Charges and Discounts

4.1. The Governing Body is responsible for setting the charges for the hiring of the school premises, they will be reviewed annually by Resources Committee and any changes will be applied on April 1st. (appendix 1)

4.2. A discount will be offered to clubs and organisations hiring the school's sports facilities, which support youth development and fulfil the specific criteria (appendix 2)

4.3. A discount for hiring multiple large spaces and will be applied to the additional space with the lowest charge. The large spaces are defined as the Main Hall, Harding Hall and Dining Hall.

4.4. Other discounts may be offered on an individual basis, but this is at the School's discretion.

4.5. The Governing Body will review all discounts annually, any changes will be applied from April 1st. (appendix 1)

4.6. There will be a minimum charge for a 1 hour and 2 hour hiring of the general facilities.

5. VAT

5.1. The School is not VAT registered so this will not added to hiring charges.

6. Public Liability Insurance

6.1. A hirer must have Public Liability Insurance of at least £2,000,000, unless specifically agreed otherwise with the School, to indemnify and to keep the School indemnified against:

- any damage to the premises or school equipment
- any claim by any third party against the school
- 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

6.2. A hirer without insurance can purchase it from the school at the time of booking, it will be charged at 10% of the total hire cost.

7. Hirer's Property

7.1. The School cannot accept responsibility for damage to, or the loss or theft of, a hirer's property and effects. It is the responsibility of a hirer to make their own insurance arrangements if required.

7.2. The School can accept no responsibility for cars parked on the site or their contents.

7.3. A hirer cannot leave or store goods or equipment on the premises without prior permission from the School in writing.

8. Licences

8.1. Premises Licence - Restricts Use of the Main Hall and Harding Hall

8.1.1. The School holds a Premises Licence under the Licensing Act 2003, the full conditions of the licence can found in appendix 3. In summary it places a restriction on the times that the Main Hall and Harding Hall can be hired for certain activities and the maximum capacity that will be allowed in the halls when those activities are taking place.

Authorised Licensable Activity	Permitted Day(s) / Times	
Performance of Live Music	Monday to Saturday	12:00 to 00:00 hrs
Performance of Recorded Music	Monday to Saturday	12:00 to 00:00 hrs
Other Entertainment falling within Act	Monday to Saturday	12:00 to 00:00 hrs
Performance of Live Music	Sunday	12:00 to 22:00 hrs
Performance of Recorded Music	Sunday	12:00 to 22:00 hrs
Other Entertainment falling within Act	Sunday	12:00 to 22:00 hrs
Performance of a Play	Monday to Saturday	12:00 to 23:30 hrs
Performance of a Play	Sunday	12:00 to 22:00 hrs

Maximum Capacities	
Main Hall	270 persons - tables and chairs
	400 persons - closely seated/standing
Harding Hall	200 persons

8.2. Temporary Event Notice (TEN)

8.2.1. A TEN will be required by a hirer who would like to carry out a 'licensable activity', this includes:

- selling alcohol
- providing entertainment, such as music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

As the School has a Premises Licence for the Main Hall and Harding Hall a hirer will not require a TENS if they are providing entertainment, but they will require one to sell alcohol or if they are going to have a 'licensable activity' in another space on the school site.

8.2.2. The Hirer must obtain permission from the School before applying for a TEN, as a single premises can only have 15 TEN's applications made for it in one year.

- 8.2.3. The Hirer must send a copy of its TEN to School prior to the hiring, and for the duration of the hiring display a copy where it can easily be seen, plus have a copy available.

8.3. TheMusicLicence

- 8.3.1. Under the Copyright, Designs and Patents Act 1988, a hirer will need a TheMusicLicence to play or perform music in public.

8.4. Other Licences and Permissions

- 8.4.1. A hirer is responsible for obtaining any licences required for their hiring and must advise the School of the licences they hold prior to their hiring.

9. Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries/raffles, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed and the necessary licences obtained.

10. Selling and Trading

- 10.1. If a hirer is a charitable institution and will be selling products or services at an event, they must ensure:

- 10.1.1. you are allowed to trade under the documents that govern your organisation.

- 10.1.2. that any product being sold at the event meets relevant safety standards.

- 10.1.3. that any food being supplied meets hygiene regulations (the Food Hygiene (England) Regulations 2006).

11. Booking a Hiring

- 11.1. A hirer must complete and return a booking form to the Facilities Administrator relevant to their hiring i.e. a Sports Booking form or a General Booking Form, they will be asked to confirm that they have read and agree to be bound by the Premises Hiring Policy. It must be returned to the School at least 5 working days before the requested hire date and the booking(s) will only be confirmed once all the required paperwork has been returned. (appendix 4)

- 11.2. If a hirer wants to amend to an existing booking a new booking form must be completed and submitted to the Facilities Administrator.

- 11.3. A hirer and those attending the hiring should be aware that their access to the school site is limited to the area(s) booked, with the exception of direct access to and from parking facilities and surrounding roads. A hirer should make their attendees aware that they do not have the right to freely roam on the school site beyond the facilities agreed, the responsibility for ensuring this is the signatory on the booking form.

- 11.4. A hirer shall not use the premises for any purpose other than that stated on the booking form.

12. Use of School Premises for Election Meetings

The use of school premises for election meetings of candidates is allowed in certain circumstances as set out in section 95 of the Representation of the People Act 1983.

13. Changeover / Set Up and Set Down Time

- 13.1. Sports Facilities: set up and set down time is included in the time booked for the hiring session and should a hirer fail to adhere to these guidelines a financial penalty of a half hour charge will be incurred.

- 13.2. General Facilities: 15 minutes to set up and 15 minutes to set down will be included in the hiring charge.

14. Termination and Cancellation of a Hiring

- 14.1. The school reserves the right to refuse a hiring booking.
- 14.2. The School will terminate a hiring if it is considered that a hirer has damaged the buildings, fittings, fixtures or furniture, or has subjected them to undue wear and tear or has breached the Terms and Condition of Hire. Termination of the hiring will not release the Hirer from any obligations or affect any rights or remedies the School may have.
- 14.3. The School reserves the right to terminate a hiring with immediate effect if a hirer fails to have in place the appropriate arrangements for the safeguarding of children in their care.
- 14.4. A hiring will be terminated immediately, if a hirer makes additional use of the premises not previously requested on the booking form or without prior agreement in writing from the school.
- 14.5. If a hirer needs to cancel a booking, the request must be made in writing to the Facilities Administrator. A charge will be made unless notice is given as follows:
- 14 or more days: no charge
 - Less than 14 days: 50% of booking fee
 - Less than 48 hours: 100% of booking fee
- 14.6. It will be the decision of a hirer if the hiring of an outside sports facility needs to be cancelled due to inclement weather because it is not safe to play. In this instance a hirer will not be charged for the cancellation as long as the School is advised during the day of the hiring. If available an alternative indoor venue may be offered by the School at the same charge as the outdoor area.
- 14.7. If the school site is closed due to snow, hirers will be notified that their hiring is cancelled. If the school remains open but weather conditions are poor or deteriorating the decision to close the school and end hiring's will be made by the hiring staff on site. In both of these instances hirers will not be charged or only charged for the time they were on site.
- 14.8. School events will take precedence over a hiring. Hirers will be notified as soon as possible and an alternative space may be offered, but this cannot be guaranteed. If the booking(s) is cancelled a refund will be given for the days and times effected.
- 14.9. Spaces may become unavailable if essential maintenance is necessary. Hirers will be notified as soon as possible and an alternative space may be offered, but this cannot be guaranteed. If the booking(s) is cancelled a refund will be given for the days and times effected.
- 14.10. The Governing Body will not accept any responsibility for any loss, or other expenses howsoever incurred by the hirer, in the event of the cancellation by the school of the hiring because of circumstances beyond its control.

15. Invoicing and Payment

- 15.1. Invoicing:
- 'One Off' hirings will be invoiced in advance and must be paid for before the hiring.
 - Regular hirings will be invoiced in arrears every four weeks.
- 15.2. Payment: invoices must be paid made within 28 days of the date of the invoice.
- 15.3. Late Payment: if payment is not received within 28 days reminders will be issued at the following intervals:
- 1st reminder: written 1 month from date of invoice
 - 2nd reminder: written 6 weeks from date of invoice

- 3rd/final reminder: written 8 weeks from date of invoice stating that access to the school's facilities is no longer permitted and if payment is not received within 14 days of this letter legal action may be taken

If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad (irrecoverable) debts may be written off in accordance with the school's Financial Procedures:

- Refer to the Bursar for a write off up to £100
- Refer to Headteacher for write off up to £1000
- If the debt remains and is more than £1000 then it should be referred Governors

16. Safeguarding (including Prevent Duty)

- 16.1. A hirer is responsible, where their activity involves contact with children (includes everyone under the age of 18) or vulnerable adults (a person who, for any reason, may be unable to take care of themselves or protect themselves against significant harm or exploitation), to ensure they are protected from harm by having adequate safeguarding measures are in place.
- 16.2. A hirer is required to be aware of, and understand, the specific safeguarding guidance that the Department of Education encourages all organisations, other than schools, who work with children and young people to follow. Although, non-statutory, 'After-Schools Clubs, Community Activities and Tuition Safeguarding Guidance for Providers' (September 2023), is to be regarded as best practice.
- 16.3. A hirer is responsible for ensuring the proper supervision and safeguarding of those children or vulnerable adults attending their activity on the school's premises. The school will seek assurances from the hirer and may ask for evidence that they have appropriate policies and procedures in place. A hirer will also be asked to sign a Safeguarding Declaration to confirm the following safeguarding arrangements are in place (*Extracted from 'After-School Clubs, Community Activities and Tuition - Safeguarding Guidance for Providers (2023)'*):
 - an effective Safeguarding and Child Protection Policy
 - all staff and volunteers have had relevant pre-employment checks, for example:
 - DBS check
 - verification of identity
 - references
 - right to work
 - a Staff Behaviour Policy/Staff Code of Conduct
 - a knowledge of specific safeguarding issues (including online) that can put children at risk of harm and that training is provided on these.
 - procedures on what to do if there are concerns about a staff member, volunteer or another adult who may pose a risk of harm to children
 - an appointed a Designated Safeguarding Lead (DSL)/Safeguarding Lead/Welfare Officer, who has undertaken safeguarding and child protection training (including online)
 - parents or carers have been provided with a named individual (such as the DSL or another named member of staff) so they can raise safeguarding concerns
 - if a lone provider, parents or carers have the contact details of your local authority's children's services or the NSPCC helpline number
 - knowledge of the local referral route into children's social care
 - a procedure to report any allegations of harm to a child to both your local authority Designated Officer /LADO and the police as soon as reasonably practicable
 - an understanding if the legal duty to refer to the Disclosure and Barring Service applies to you and ensure you make referrals when appropriate
- 16.4. The school reserves the right, if it has concerns, to terminate a hiring agreement with immediate effect if a hirer fails to comply with the required safeguarding arrangements.
- 16.5. The school should be made aware if a hirer receives an allegation relating to an incident that happened when an individual or organisation was using the school's premises for the purposes of running an activity for children or vulnerable adults. The school will then follow their safeguarding policy and procedure.

- 16.6. If the school receives an allegation relating to an incident when a hirer was using the school's premises for the purposes of running an activity for children the school will follow their safeguarding policy and procedures, including informing the LADO (ref KCSIE. para. 378)
- 16.7. A hirer will remain liable for any safeguarding incidents that occur during their hiring, the school will not incur any liability for their acts or omissions.
- 16.8. A hirer should ensure their staff are aware of The Prevent Duty.
- 16.9. The School will inform hirers if there are other hirings taking place on the premises during their activity to ensure that adults from other groups cannot walk through rooms where children and young people are meeting (see 10.3 - Booking a Hiring)
- 16.10. If toilet facilities need to be shared with other hirings, hirers will be notified prior to their hiring so measures, if necessary, can be put in place by them.

17. Complaints

- 17.1. Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available on the [school's website](#)

18. Health and Safety

- 18.1. A hirer will be responsible for the Health and Safety arrangements relating to their hiring and for their staff, volunteers, clients and visitors until all persons have left the school site.
- 18.2. A hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
- 18.3. A hirer is responsible for making their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings.
- 18.4. A hirer must have current Portable Appliance Test Certificate for any electrical equipment they brought onto site.
- 18.5. A hirer must read the fire evacuation procedure (appendix 5) and be ready to follow them in the event of a fire or other similar emergency.

19. General Conditions:

- 19.1. A hirer must:
 - 19.1.1. not sub-let the premises, underlet or share possession with any other parties
 - 19.1.2. 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.
 - 19.1.3. not allow unauthorised persons to enter the site or facilities by ensuring adequate supervision is available at all times.
 - 19.1.4. ensure that all hired areas are left clean and tidy and that all litter is removed from site or placed in the bins provided.
 - 19.1.5. not consume food or drink in the Sports Hall or Gym, with the exception of water.
 - 19.1.6. no alcohol is permitted to be sold or consumed in any part of the premises without obtaining prior permission from the School and the appropriate licence.
 - 19.1.7. ensure the school's policy of no smoking on site is adhered to at all times.
 - 19.1.8. ensure cars are parked in the areas designated for that hiring and that they are not causing an obstruction of the highway, entrances or other vehicles.

- 19.1.9. ensure that the behaviour of all persons participating is of an acceptable standard and does not interfere with the school, other hirers, neighbours or local residents.
- 19.1.10. they do not remove the school's property from the site.
- 19.1.11. not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the school.
- 19.1.12. observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
- 19.1.13. A hirer must ensure that the premises are used with care and report any faults or damage to the member of site staff on duty before leaving the site.
- 19.1.14. Animals, except in the case of guide dogs and hearing dogs, are not permitted on site.

20. GDPR

The schools Data Protection and Confidentiality Policy can be found on the [school's website](#)