


v=

|   |                                  |                      |
|---|----------------------------------|----------------------|
| <b>THE PRIORY PRIMARY ACADEMY TRUST</b>   | <b>DATE AGREED</b>               | <b>January 2024</b>  |
| <b>POLICY AND PROCEDURE STATEMENT</b>   | <b>REVISION DATE</b>             | <b>November 2026</b> |
|  | <b>The Priory Primary School</b> |                      |
| <b>Lettings Policy</b>  |                                  |                      |
| <b>HEAD TEACHER</b>   | <b>MATT WALSH</b>                |                      |
| <b>CHAIR OF GOVERNORS</b>   | <b>PRUBIE SAHOTA</b>             |                      |

## **Edits and Changes**

|              |   |
|--------------|---|
| January 2024 | Available areas, charging rates and safeguarding sections updated |
|              |   |
|              |   |
|              |   |

### **Contents**

|   |   |
|---|---|
| 1. Aims   |   |
| 2. Definitions                                      | 3 |
| 3. Areas available for hire                         | 3 |
| 4. Charging rates and principles                    | 4 |
| 5. Application process                              | 4 |
| 6. Terms and conditions of hire                     | 5 |
| 7. Safeguarding                                     |   |
| 8 Review  | 6 |
| Appendix 1: Hire request form                       | 7 |
| Appendix 2: Confirmation of licence template letter | 9 |

---

## 1. Aims

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

## 2. Definitions

**Letting** - For the purpose of this policy, the term 'letting' is defined as offering a service or event on the school grounds for personal or commercial financial gain, or for a community purpose.

## 3. Areas available for hire

### 3.1 Available areas

The school will permit the hire of the following areas:

- School hall
- Playgrounds
- The Imaginarium
- Additional school rooms (where possible) for musical tuition

### 3.2 Capacity and charging rates

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

| AREA        | CAPACITY   | COST         |
|-------------|--|--------------|
| School hall | The school hall can be used for indoor sports provision or as a public meeting space. The hall can seat up to 50 adults or 80 children (on benches), or can be a standing only venue of up to 80 adults or 100 children (depending on the activity). | £15 per hour |
| Playgrounds | The playgrounds can be hired for large public gatherings with up to 300 adults / child.  | £10 per hour |

| AREA                       | CAPACITY  | COST         |
|----------------------------|---|--------------|
| The Imaginarium            | The Imaginarium (with use of the school field) can be hired for events and ongoing use for up to 30 people. The Imaginarium provides a toilet and washing facilities. | £15 per hour |
| Rooms for music tuition    | Additional rooms (like the Rocket Room or Space Base) can be hired to be used for 1 or 2:1 music tuition at agreed times.   | £50 per term |
| School field or playground | For use with regular sports clubs   | £50 per term |

## 4. Charging rates and principles

### 4.1 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. Musical tutors will not be charged if they have fewer than 4 students on their books.

### 4.2 Exceptions

Daily external childcare providers will be exempt from this policy as there will be a separate contract in place to cover this agreement.

### 4.3 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of [14 days' notice]. 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 [14 days' notice]. If less notice than this is given, the licensee shall not be entitled to a refund.

### 4.4 Review

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

## 5. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find 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 M. Walsh (headteacher).

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, or reputational damage may occur.

When the booking application is made a 10% deposit is required, the full amount needs to be paid 14 days before the venue is utilized.

Payments will be set up via the school's Finance Officer and will be paid directly to the school's bank account. The account number and sort code will be provided when setting up the booking.

## 6. 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 and 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.
9. 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.
10. 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
11. 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.
12. Any cancellations by the hirer received with less than 14 day's notice will not be refunded.
13. Any cancellations by the school made with at least 14 days' notice will be refunded.
14. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
15. 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. Any damage or requirement for additional cleaning will be charged to the hirer.
16. 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.
17. 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.
18. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
19. The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for use of any third party intellectual property.
20. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.

21. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
22. 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.
23. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
24. 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.

## **7. 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. Anyone hiring the school facilities while Priory pupils will be present at the venue or on the premises must agree in writing to adhere to the school's safeguarding policy (which will be provided).

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 clearance.

## **8. Review**

This policy will be reviewed by the governing body every 2 years.



## 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's finance office (Lisa Philpott)

|   |   |
|---|---|
| Name of applicant/organisation and company number (where applicable)  |   |
| Applicant contact details   | Address:<br><br>Phone no:<br>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   |   |
| I understand that I will need to adhere to the school's safeguarding policy   | Yes/No                                      |

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

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Please return this form via email to [finance@priory.hants.sch.uk](mailto:finance@priory.hants.sch.uk) or to the school office at [office@priory.hants.sch.uk](mailto:office@priory.hants.sch.uk) 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.

## Appendix 2: Confirmation of licence template letter



Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is free 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 enclosed terms and conditions/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]. 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.

We've provided with this confirmation details of emergency evacuation procedures in the event of a fire/similar emergency. Please make sure you're familiar with these before the date of hire.

You can contact Lisa Philpott (finance officer - [finance@priory.hants.sch.uk](mailto:finance@priory.hants.sch.uk)) with any questions about hiring the premises.

My Rob Henry (site manager) – will do a full inspection of the school facilities after your booking is complete, if there is any damage or requirements for additional cleaning – you will be liable for additional charges. A full receipt for repairs / cleaning will be provided once the work has been completed. You can contact Mr Henry who also serves as an Out of Hours contact, at [r.henry@theprioryprimaryschool.org.uk](mailto:r.henry@theprioryprimaryschool.org.uk)

M. Walsh

(Headteacher)