Premises hire policy

Itchen Abbas Primary School

Approved:	October 2026
Next review due by:	October 2029

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The Governing body believe that education is the prime purpose of the school, however we are keen to see the school and its facilities be of benefit to the whole community.

It is the desire of the Governing body that these facilities are made available to local groups, provided that this does not conflict with the work of the school, the interests of its pupils or the wellbeing and workload of its staff and not create a statutory nuisance. Any letting of the school facilities must not be promoting anything that could reasonably be interpreted as being derogatory to the school or church.

The use of images in printed or electronic media, such as programmes, tickets, websites etc must be suitable for the eyes of children of all ages. The use of images that could be reasonably regarded as being inappropriate for viewing by children are strictly prohibited. Likewise, the use of images of the school children must not be used without the written consent of their parents /guardians.

The name of Itchen Abbas Primary School, the school's building or grounds are not to be brought into disrepute through letting of the school's facilities.

The guidelines are bound by common sense and consultation with the School and Governing body if there are any doubts regarding the suitability of a letting event, especially if children are involved.

The Governing body recognises that the use of School premises for educational purposes should be given priority when lettings are considered.

Making of a profit from private or commercial lettings can be a desirable outcome but is not the primary objective when letting for education activities. It is of prime importance that the school and its pupils are not financially disadvantaged from any let due to costs incurred outweighing income received.

1. Aims and scope

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, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- School Hall
- Classrooms
- Playing field/Playground

2.2 Charging rates

The maximum capacity(where applicable) and rates for hiring each area are as follows:

AREA	OUT OF SCHOOL HOURS – TERM TIME	WEEKENDS DURING TERM TIME	*SCHOOL HOLIDAYS – HOLDAY CAMP/LETTINGS OUTSIDE OF TERM TIME
School hall	£12 per hour 3pm-5pm Chairs and tables available. Capacity: 18 children for physical activity.	£15 per hour 9am – 4pm Chairs and tables available. Capacity: 18 children for physical activity.	£35 per hour per day of hire 8.30am – 3pm Chair and tables available in the school hall and adjoining classroom. School playing field and playground use included. Use of toilets included. Includes facilities being cleaned at least twice weekly during period of hire. Capacity: 30 children.
Classroom	£8 per hour per classroom 3pm-5pm Chairs and tables available. Capacity: 30 children seated	£10 per hour per classroom 9am – 4pm Chairs and tables available. Capacity: 30 children seated	
Playing field/Playground	£15 per hour 3pm-5pm Toilets available upon request.	£20 per hour 3pm-5pm Toilets available upon request.	

Additional charges will be added for use of other facilities, such as the servery or School Kitchen.

*This is a guide, and individual lettings should be discussed with the Headteacher in the first instance.

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, this will be decided by the Headteacher.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 5 days notice. For breaches to the terms and conditions of hire, we reserve the right to cancel with immediate effect and invoice for any damage/loss.

A full refund will be issued if we do cancel a hire, unless in contravention of this policy. 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 5 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the Headteacher & Governor Resources Panel 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 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 the Headteacher.

If the request is approved, we will contact the hirer with details of how to submit payment, before the hire takes place, 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 its 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.

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 a copy of the relevant insurance certificate no less than 10 days before the start date of the hire.
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 5 days notice will be refunded.
14. Any cancellations by the hirer received with less than 5 notice will not be refunded.
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. No dogs shall be admitted on the School premises (except registered guide dogs). Smoking, including the use of E-Cigarettes, is not permitted within any of the School buildings and grounds.
17. 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.
18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without 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 it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. 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.
25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
26. 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.

Copyright and Confidentiality

27. The hirer shall respect any confidential information that they may have access to during the hire period.
    The hirer shall indemnify and keep indemnified the School and the Governing body against any breach or infringement of copyright, in relation to the performance of material or delivery of any work in which copyright exists.

Environment

28. The School enjoys a good relationship with its neighbours and community. All hirers and visitors are expected and required to have due regard to the entitlement of neighbours to the enjoyment of privacy and quiet.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

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.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Headteacher soon as reasonably practicable. Details will be shared upon a successful booking application.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

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.

Any updates to this policy will be shared with the Resources Panel, on behalf of the Full Governing Body.

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 Mrs Jo Smith (Admin Officer) – admin@itchenabbas.org.uk or 01962 779310

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	
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	

Confirmation and details of the safeguarding and child protection arrangements you have in place	

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@itchenabbas.org.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

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is available 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.

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee]. 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 attached the following documents:

- 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 Mrs Jo Smith (Admin Officer) on 019662 779310 or admin@itchenabbas.org.uk with any questions about hiring the premises.

'Out of hours' contact details (After 4pm and on Weekends only) for our Headteacher Mr Bogan are rob.bogan@itchenabbas.org.uk or 07596 097977

Kind regards,

Itchen Abbas Primary School

Appendix 3: Confirmation of licence template letter

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Thank you for submitting your hire request form to us.

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