

East Bridgford St Peter's C. of E. Academy Premises Hire Policy



“Together in Achievement”

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Contents

1. Aims	2
2. Areas available for hire.....	2
3. Charging rates and priority usage	2
4. Method of Application	3
5. Conditions of hiring.....	3
6. Health & Safety Responsibilities	4
7. Welfare, Conduct, and Site Responsibilities	5
8. Safeguarding including preventing terrorism and radicalisation	5
Appendix 1: Application for Use of Premises	7
Appendix 2: Terms & Conditions	8
Appendix 3: Lettings Register	10
Appendix 4: Letter of Undertaking: Safeguarding Compliance	11

1. Aims

We aim to:

- Make sure the school’s premises and facilities can be used, where appropriate, to support community activities
- 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
- Make sure that the facility of wraparound care is available for all pupils

2. Areas available for hire

The school will permit the hire of the following areas:

- School hall (Capacity is 300 when empty / 170 adults with stage or seating)
- Classroom/Library/Old Building (for wraparound care and extra-curricular clubs)

3. Charging rates and priority usage

3.1 Priority Usage

The rates for hire are listed in the section below. Governors have adopted the following categories of priority user:

- **Statutory users**
 - **Designated users** – The governing body has delegated their power to determine designated status to the Head teacher who will exercise discretion on their behalf and determine applications. The outcome of such decisions shall be reported to the governing body each term. The Head Teacher will
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arrange for a list of approved organisations to be maintained. This does not preclude the Head teacher from referring sensitive applications to the full governing body at his/her/their discretion.

➤ **Private users**

3.2 Charging

Statutory users	No charge
Designated users	£13 per hour, or part thereof. Discounts may be available at the discretion of the Head Teacher e.g. for community groups
Private users	£27.50 per hour plus caretaker's fee if required

Governors will review rental agreements and charges annually. 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. Other exceptional hires may be considered on a case-by-case basis. All charges are inclusive of site staff wages, facilities cleaning, utilities and maintenance. As per the terms & conditions, the hirer is responsible for the tidying, wiping down and sweeping of the areas used.

3.3 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 days' notice. A full refund will be issued if we do cancel the 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.

Cancellation of any letting should be received 7 days' prior to the booking. The normal charge shall be made if the school has not been notified with adequate notice.

3.4 Review

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

4. Method of Application

Those wishing to hire the premises should fill out the 'Application for use of premises', (appendix 1) and read the terms and conditions of hire (appendix 2). Applications for lettings should be made to the school office.

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked.

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. Conditions of hiring

Please read appendix 2. If you have any queries please contact the Business Manager.

6. Health & Safety Responsibilities

The hirer is responsible for the health and safety of participants and the safe management of their activities during the period of hire.

The school retains overall responsibility for ensuring the premises are maintained in a safe condition and that the hirer is provided with relevant information on fire safety, emergency procedures, and known risks before use.

- The Hirer must complete the **Lettings Register** (appendix 3), confirming the date and times of entry. This register is located at the **reception desk** in the lettings folder and must remain there for **office staff to check and file** on the following working day.
- It is essential that **all electrical equipment** brought onto school premises by the Hirer is **PAT tested** (Portable Appliance Tested) and safe for use.

6.1 Fire Safety and Emergency Evacuation

School will inform the Hirer of the fire safety arrangements for the building and will provide a copy of the **Emergency Evacuation Procedures**.

The Hirer is responsible for:

- Informing all staff, service users (including children, where applicable), and visitors of the fire arrangements.
- Ensuring the safe evacuation of all individuals in the event of a fire or emergency.
- Arranging with the **Site Manager** to carry out **two fire drills annually**.
- Ensuring a **Personal Emergency Evacuation Plan (PEEP)** is prepared for any staff or service users with a disability or special need who may require assistance during evacuation. This plan must be tested during fire drills.
 - If the individual is already a pupil at the School, an existing PEEP may be used or adapted as necessary.

6.2 First Aid

The hirer is responsible for making their own **first aid arrangements**, including:

- Ensuring there are a sufficient number of **trained first aiders** present during the activity.
- Providing appropriate **first aid equipment**.

For activities involving children under the age of 5, the Hirer must ensure that **paediatric first aid training** is provided, unless exempt under statutory guidance.

If a member of staff, a service user, or a visitor experiences an accident on school premises that is connected to **school-provided equipment** or the **physical environment** (e.g. slipping on a damaged floor), the hirer must report the incident to the **Business Manager** as soon as possible.

The School will take appropriate **remedial action** to prevent recurrence and, where relevant, escalate the incident to **Nottinghamshire County Council** in line with the School's accident reporting procedures.

All records will be maintained in accordance with the **Data Protection Act** and relevant privacy regulations.

6.3 Risk Assessments

The hirer is responsible for carrying out **annual risk assessments** of the premises relating to the activities it is

running.

7. Welfare, Conduct, and Site Responsibilities

School will provide details of the location of toilets and drinking water facilities.

The hirer is responsible for ensuring that:

- All staff, service users, and visitors are informed of the welfare arrangements and the School's **No Smoking/Vaping Policy**
- Any spillages are cleaned up immediately to prevent accidents
- Rooms are left clean and tidy, with any furniture returned to its original location at the end of each session
- All lights are turned off, and doors and windows are closed and locked before leaving the premises
- No activity takes place that could be considered inconsistent with the primary purpose or ethos of the school.
- The rights and property of the school's neighbours are respected, and good behaviour is maintained at all times by all participants and visitors

8. Safeguarding including preventing terrorism and radicalisation

It is the responsibility of the hirer to ensure that where a letting involves children, appropriate **safeguarding and child protection policies and procedures** are in place.

The hirer is required to:

- Report any safeguarding incidents to the School's **Designated Safeguarding Lead (DSL)** — either the Head Teacher or Deputy Head Teacher — **within 24 hours** of the incident either in person or by phoning 01949 20226/emailing office@st-peters.notts.sch.uk.
- Ensure that **all individuals** who have contact with children during the activity have undergone **Enhanced Disclosure and Barring Service (DBS) checks**, including checks against the **Barred List** where applicable.

The school has a duty to verify the safeguarding arrangements of all hirers. If the school is not satisfied with the safeguarding provision, it reserves the right to **cancel the letting without liability**, other than to refund any hiring fee or deposit paid.

All organisations, bodies, or individuals using or leasing the school premises for private lettings or activities must be aware of their **safer working responsibilities** and ensure that **emergency contact information** is readily available and communicated to staff.

Emergency contacts for social care

To report a safeguarding concern during the day (including school holiday periods) please contact the **MASH on 0300 500 80 90**

For out of office hours

Monday to Thursdays between 4.30pm - 8am

4pm Friday to 8.30am Monday, or Bank Holidays please phone our **Emergency Duty Team on 0300 456 4546**.

If a person is in immediate danger call 999.

Emergencies could include:

- You suspect a child is being abused
- You suspect a vulnerable adult is being abused
- You come across someone who seems to be having a mental health crisis

All hirers should also read the school's safeguarding policies and procedures ([see the school website](#)), ensuring that they understand them fully prior to the commencement of any booking.

The school complies with the Prevent Duty and will not hire school premises or facilities to groups that have extreme ideologies, viewpoints or links.

The hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials. Any suspicion of the above could be reportable under the statutory Prevent duties/current legislation.

Whistleblowing

Please refer to the [ASPIRE Whistleblowing policy](#).

The NSPCC helpline is available for free advice and support on 0808 800 5000/ help@NSPCC.org.uk if you have concerns about how child protection issues are being handled.

Appendix 1: Application for Use of Premises

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises (**see section 5 and appendix 2**) and our rates of hire (**see section 3**). If you have any questions, please contact Kate Buckley (School Business Manager) on 01949 20226.

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of 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	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy (appendix 2).

Name _____ Date _____

Signature _____

Please return this form **along with the requested safeguarding information (see section 8) and your 'Signed Letter of Undertaking confirming safeguarding compliance' (appendix 4)** via email to office@st-peters.notts.sch.uk or to the school office at St. Peter's C of E Academy, Kneeton Road, East Bridgford, Nottinghamshire, NG13 8PG. We will be in touch to inform you if your application is successful .

Appendix 2: Terms & Conditions

The hirer shall comply with all applicable laws and regulations relating to its use of the premises. 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 agrees to comply with all safeguarding requirements as outlined in [Keeping Children Safe in Education \(KCSiE\) 2025](#) (paragraphs 166 and 167) the [Department for Education's guidance](#). The school reserves the right to terminate this agreement with immediate effect if the hirer fails to comply with any safeguarding obligations, or if any safeguarding concerns arise that, in the School's reasonable opinion, pose a risk to children or vulnerable individuals.
9. 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 7 days before the start date of the licence.
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 hirer received with less than 7 days' notice will not be refunded.
14. Any cancellations by the school made with at least 7 days' notice will 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. 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.
17. 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.
18. 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.
19. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
20. The hirer will acquire all appropriate additional licences for any activities they are running (e.g. as applicable, licences for the sale and consumption of alcohol, gaming and lotteries licence, and those required for use of any third party intellectual property).
21. The hirer is responsible for carrying out annual risk assessments of the premises relating to the activities they are running.
22. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
23. 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.
24. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
25. 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.



Appendix 3: Lettings Register

Premises Please ensure the premises (including toilets) are left in a clean and tidy condition and any furniture stored in it's original location at the end of each session.	
Security Please remember to switch off all lights and close doors and windows behind you. Make sure when you leave that the exterior doors are securely locked and the alarm is set.	
Signed	
Name (please print)	
Date	
Time in	Time out

Please leave this form at the school office

Appendix 4: Letter of Undertaking: Safeguarding Compliance

To: St Peter's C of E Academy, East Bridgford

Subject: Confirmation of Safeguarding Compliance for Premises Hire

In line with the [Department for Education Safeguarding Guidance for Providers](#), this letter serves as a formal undertaking that the undersigned Hirer/Organisation is fully compliant with all safeguarding obligations required for the hire and use of school premises where children may be present.

We confirm that:

- We have a current and effective Child Protection and Safeguarding Policy
- All staff and volunteers involved in the activity have undergone Enhanced DBS checks, including Barred List checks where applicable.
- We have in place a Whistleblowing Policy, Complaints Procedure, Staff Behaviour Policy, and Health & Safety Policy.
- All staff and volunteers have received appropriate safeguarding training.
- A named Safeguarding Lead has been designated for the activity.
- We will report any safeguarding concerns or incidents to the School's Designated Safeguarding Lead within 24 hours.
- We have completed a Risk Assessment and hold valid Public Liability Insurance.

We understand that failure to comply with these obligations may result in the termination of the hire agreement by the School.

Signed: _____

Name: _____

Position: _____

Organisation: _____

Date: _____