

# Premises Hire Policy



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## 1. Aims & 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, within current legislation and following government guidelines

## 2. Areas Available for Hire

### 2.1. Available areas

The school will permit hire of the following areas

Astro

Grass Pitch

Gym A

Gym B

Gym C

Hall A

Library

Classroom

Dining Room

Cricket Pitch

Dance/Drama Studio

### 2.2. Charging

Facility	Hire type	Chargeable Basis	2023/24 Charges
Full Synthetic Pitch	Adult and Youth	P/hr	£64.00
Half Synthetic Pitch	Adult and Youth	P/hr	£41.00
Gyms (A/B/C)		P/hr	£25.00
Dance Studio		P/hr	£25.00
Dining Hall		P/hr	£25.00
Drama Studio		P/hr	£25.00
Grass Pitches		P/hr	£25.00
Seasonal Hire		Sept - May	£437.00
Standard Classroom		P/hr	£21.00
Hall A	Room Only (Meetings, etc)	P/hr	£28.00
Hall A	Room + Tiered Seating	P/hr	£49.00
Cricket Pitch & Pavilion	P/month	P/month	£483.00

### 3. Charging Rates & 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. We may decide to impose an additional cleaning fee on top of the hiring rates.

#### 3.2. Cancellations

- 3.2.1. If cancelled by ourselves, no charge will be made and a credit note raised.
- 3.2.2. If cancelled by the Hirer providing, we receive at least 24 hours' notice, the Hirer will not incur any charge and a credit note will be raised.
- 3.2.3. For weekend lettings, notice must be received by 12 noon on the Friday before. ALL cancellations must be sent to [lettings@earls.dudley.sch.uk](mailto:lettings@earls.dudley.sch.uk).

### 4. Application Process

Those wishing to hire the premises should complete the registration form, booking form, declaration slip, safeguarding form (if applicable) (appendices 1 – 3) and provide proof of address. In addition, due to Covid – 19 we will require visibility of your completed Risk Assessment as currently, at time of issue, restrictions remain in place.

The completed forms should be submitted to the school office (or electronically at [lettings@earls.dudley.sch.uk](mailto:lettings@earls.dudley.sch.uk)) . Approval of the request will be determined by the Facilities Manager.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date(s) and time(s) in question. We will also send on details of the emergency evacuation procedures (which are included in this policy) 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, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

### 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.

- 5.1. The Hirer must be over the age of 18 years; have completed the Registration Form and Hire Form, and Declaration Form.
- 5.2. The Hirer is required to include preparation time and clearing-up time on the Application Form. Academy premises are generally unavailable for hire during

normal term time Academy hours or later than 9pm (8pm Fridays). All other times are by negotiation. The Academy is not available for hire on Bank Holidays or between during the Christmas and new year school holiday.

- 5.3. The Hirer, on arrival, should report any damage, litter or disorder immediately to the Facilities Team.
- 5.4. The Hirer is responsible for leaving the premises hired in a clean, neat and tidy condition and must place rubbish in black bags. In the interests of hygiene, Hirers are requested to ensure that disposable nappies are not left on the Academy's premises. If the Hirer fails to leave the premises clean, neat and tidy, the Academy's cleaners will clean the premises and will charge the cost to the Hirer.
- 5.5. The Hirer is responsible for the area of the premises hired and access and exit routes for the period of hire. The Hirer shall not assign or sublet the premises or any part of the premises.
- 5.6. The Hirer is responsible for ensuring that the hire finishes promptly. The Academy will charge for the extra costs incurred for any delay.
- 5.7. The Hirer agrees to pay the Academy on demand, the cost of repairs or making good any loss or damage arising out of or incidental to the hiring.
- 5.8. Parking is permitted in the carpark(s) (5 mph speed limit). Vehicles must not be parked where they would cause an obstruction. The Academy cannot accept liability for valuables or possessions that are lost or damaged in any way on or off the Academy premises.
- 5.9. When classrooms are hired, the Hirer is responsible for ensuring the Earls High School pupils' property, work or equipment is not interfered with in any way.
- 5.10. Regular Hirers of classrooms or sports facilities are assumed to attend each week and must notify the Academy of any absence without delay. A charge is levied if notice is not provided.
- 5.11. All furniture should be returned to its original position at the end of the hire.
- 5.12. Please do not use or move teacher's equipment in classrooms, e.g. calculators, books, markers, pens etc.
- 5.13. The Academy prohibits the use of fireworks.
- 5.14. No candles are permitted on site.
- 5.15. You must not bring the following items onto School premises – alcohol, cigarettes, matches, lighters, drugs, aerosols, any offensive weapon, replica guns, fireworks, pornographic materials or any other item deemed by the School to be detrimental to the health and safety of other users.
- 5.16. No smoking or vaping is allowed on the Academy site.
- 5.17. Authorised Officers of the Academy may enter the premises at any time for any reason during the hire.
- 5.18. The Academy may terminate the letting if the Hirer fails to comply with the Conditions of Hire or with Fire and Health and Safety regulations.
- 5.19. Any event deemed to bring the Academy's good name into disrepute can be cancelled at any time by the Academy
- 5.20. Publicity materials used must be approved by the Academy in advance.
- 5.21. The Hirer is responsible for carrying out a risk assessment. The Academy may require the Hirer to provide a copy of this assessment to the Facilities Team.
- 5.22. Should the Hirer need to call the emergency services during hire, the Facilities Team must be informed.

## 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.

The Earls High School is committed to the safeguarding of its students. This is extended to activities any young person may attend outside of school on the school premises. We therefore request that hirers operating any activity which involves a young person under the age of 18 or a vulnerable adult under the age of 25 provide the following information before the hire is agreed.

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 schools Designated Safeguarding Lead as soon as reasonably practicable.

## 7. Monitoring Arrangements

We will review and update this policy when the guidance on which it is based changes, when hiring rates change or when this version of the policy otherwise stops being applicable. Any updates to this policy will be shared with the full governing board.

## 8. Data Protection Law

This policy adheres to the principles under Data Protection Law. For further information please review schools Data Protection policy published on schools website.

## 9. Other policies to refer to (Available on school website)

CCTV Policy  
Premises Management Policy  
Health & Safety Policy



## Appendix 1 Registration Form

Name	
Position within your organisation	
Address	
Postcode	
Invoice address (if different from above)	
Postcode	
Email address	
Telephone number	
Mobile number (if different)	
League/Association affiliated to	
Registered address	
Postcode	
Telephone number	

PROOF OF ADDRESS MUST BE PROVIDED, REGARDLESS OF WHETHER YOU ARE A NEW OR AN EXISTING HIRER (This may be in the form of a driving licence, or utility bill dated within the last three months - photocopies accepted)

<u>Earls Office use only</u>	
Proof of address seen/attached	



## Appendix 2 Booking Form

Contact Name	
Position within organisation	
Organisation name	
Address	
Postcode	
Contact email address	
Contact phone number	

**Details of facilities required** (please indicate facilities required by placing X in the relevant box)

Astro Pitch		Grass Pitch		Gym		Other	
Half Adult/youth		Pitch B		Gym A		Hall A	
Full Adult/youth		9V9 Pitch		Gym B		Library	
		Newfield pitch		Gym C		Classroom	
						Dining Room	
						Cricket pitch	
						Dance/Drama Studio	

Capacity: Hall A 270; Hall C 170; Gym A 90

<b>Hire for the purpose of:</b> (if anyone attending is under 18 or a vulnerable adult under 25, please complete the additional Safeguarding Form)			
Expected number of adults/youths using facilities			
Start Date		End Date	
Start Time		End Time	
Day of week			

Invoicing will be as per our Terms and Conditions. Payment to be made as per instructions on the invoice. Cheques payable to **The Earls High School** and sent directly to the school.

Late or non-payment of invoice will result in a termination of the lettings agreement and the facilities will no longer be made available.

### Confirmation of Booking

Please sign this booking form and return it with (Registration Form, Public Liability Insurance, Safeguarding form if applicable) and Proof of Address. Send to: The Finance Office, The Earls High School or scan in and send via email to [lettings@earls.dudley.sch.uk](mailto:lettings@earls.dudley.sch.uk). In signing this form, you are accepting The Earls High School terms and conditions of hire.

Signed \_\_\_\_\_  
Position \_\_\_\_\_

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

<b>Earls Office use only</b>	
Authorisation of booking on behalf of Headteacher	





## Appendix 3 Safeguarding Form

The Earls High School is committed to the safeguarding of its students. This is extended to activities any young person may attend outside of school on the school premises. We therefore request that hirers operating any activity which involves a young person under the age of 18 or a vulnerable adult under the age of 25 provide the following information before the hire is agreed.

Named safeguarding person for the organisation	
DBS live	Yes / No
DBS number	
Does your organisation have a safeguarding policy?	Yes / No
If Yes, what date was it last reviewed	

Please list all members of your organisation who will be on school premises

Members Name	DBS Number	Qualifications relevant to activity.

I confirm that my organisation members have read The Earls High School Safeguarding policy online ☐  
<http://www.earlshighschool.org/safeguarding-young-people/>

I confirm that I have seen evidence of DBS and Qualifications held by the above members ☐

I confirm the information provided is correct to the best of my knowledge. ☐



## Appendix 4 Declaration slip

Name of organisation	
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I can confirm, that the above organisation holds public liability insurance cover to a limit of indemnity of at least £2,000,000.00

Name of insurer	
Indemnity limit	£
Your name	
Signature	
Date	



## Appendix 5 Emergency Evacuation Procedure

### 1. If you discover a fire

- 1.1. Find the nearest fire alarm, break the glass and press the button
- 1.2. The target for evacuation is 3 minutes
- 1.3. The Facilities Team will be automatically notified

### 2. When hearing the Emergency Bell (continuous ringing)

- 2.1. **ALL** Hirers will assist in the evacuation of **all** attendees from the building via the nearest exit/fire exit and **ensure that all rooms in the vicinity are evacuated**. Coats and bags should be taken where possible.
- 2.2. Hirers and attendees should assemble on
  - 2.2.1. Gym & Dance Carpark if using B Block and/or Dance Centre
  - OR
  - 2.2.2. Mini Carpark next to the Astro Pitch if using A Block
- 2.3. Hirers will conduct a roll-call of their attendees and report any missing to the Facilities Team/Fire Officer.
- 2.4. Hirers will not re-enter the premises until the Facilities Team/Fire Officer have given the all clear to do so.