

Premises Hire Policy



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Approved by:	Date:
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Signature of LGB Chair	
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1. Aims & Scope

This version of our policy applies while COVID-19 remains a risk.

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

The type of activities allowed in these areas will depend on latest national and local government guidance on COVID-19, including on protective measures and social distancing.

2.2. Charging

Facility	Hire type	Chargeable Basis	2021/22 Charges
Full Synthetic Pitch	Adult	P/hr	£56.90
Full Synthetic Pitch	Youth	P/hr	£43.60
Half Synthetic Pitch	Adult	P/hr	£36.70
Half Synthetic Pitch	Youth	P/hr	£29.30
Gyms (A/B/C)		P/hr	£22.40
Dance Studio		P/hr	£22.40
Dining Hall		P/hr	£22.40
Drama Studio		P/hr	£22.40
Grass Pitches		P/hr	£22.40
Seasonal Hire		Sept - May	£397.00
Standard Classroom		P/hr	£19.40
Fitness Suite		P/hr	£19.40
Hall A	Room Only (Meetings, etc)	P/hr	£25.60
Hall A	Room + Tiered Seating	P/hr	£44.10
Hall A	Full facilities inc PA system/technician (subject to approval by Headteacher)		

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.

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 it to the school office (or electronically at 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 24th December and 2nd January.
- 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, such as where COVID-19 is no longer a risk. Any updates to this policy will be shared with the full governing board.

8. 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	
Signature	
Name	
Date	

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)

Earls Office use only	
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		Pitch B		Gym A		Hall A	
Full Adult		9V9 Pitch		Gym B		Library	
Half Youth*		Newfield pitch		Gym C		Classroom	
Full Youth*				Fitness suite		Dining Room	
						Cricket pitch	
						Dance/Drama Studio	

*Under 18
Capacity: Hall A 270; Hall C 170; Gym A 90

Hire for the purpose of: (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. In signing this form, you are accepting The Earls High School terms and conditions of hire.

Signed _____
Position _____

Name _____
Date _____

Earls Office use only	
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. ☐

Signed _____

Date _____

Appendix 4 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.

Appendix 5 Covid-19 Addendum

(correct at time of publication)

The health, safety and welfare of our school community is our highest priority. The Earls High School is fully committed to a Safe Return to School for all. In doing so we have established safe measures to ensure that our school community can carry out their duties and that each member of the school community is working in an appropriately safe and healthy manner.

Below you will find the appropriate extracts of details of the measures The Earls High School has in place to ensure our school community is as safe as practically possible.

Health, safety and infection control

A full risk assessment will be in place with guidance from the Local Authority. There are a hierarchy of actions that make for a safer school:

1. **Minimising contact with individuals who show symptoms or live with someone who is showing symptoms of Coronavirus. We will achieve this by:**
 - 1.1. If a student shows signs of being unwell they will be asked to wait outside the class room. A member of staff will then collect the student wearing a mask and provide the student with a mask. The student will be taken to a quarantine room until parents arrive in school to collect the student. This will be followed by cleaning in accordance with guidelines.
 - 1.2. If a member of staff needs to interact with the student they will be provided with appropriate PPE (see below).
 - 1.3. They will not be able to return until a negative test result or the proper period of self-isolation has passed. Cleaning in line with the guidance for non-health care institutions will happen after the student has left the site.
 - 1.4. If a member of staff displays symptoms during the day they should leave they should inform a member of SLT before making their way off site. The procedures for self-isolation and/or testing should then be followed.
 - 1.5. If someone whom has attended school tests positive, the rest of the class and any staff who have taught them will be advised to self-isolate for 14 days.
2. **Cleaning hands and more often than usual. We will achieve this by:**
 - 2.1. Soap in toilets will be checked and replenished throughout the day
 - 2.2. Hand sanitiser stations will be in place at each entrance to the school and will be manned by staff to ensure that students use them as they enter and leave the school (during school teaching and learning period only)
 - 2.3. Hand sanitiser will be in every classroom that is used
 - 2.4. A behaviour code of conduct will be in place which outlines all of the hygiene measures that students need to take. Students not adhering to the code of conduct will be warned and if they are unable to be safe at school, contact will be made with home and alternative arrangements will be made for their school day. The first session of the first day in school will train students in all hygiene related issues and the code of conduct will be issued to parents by email prior to opening. The Code of conduct will be displayed in each classroom and around school.
 - 2.5. Toilets will have handwashing instructions clearly displayed.

3. **Ensuring good respiratory hygiene by promoting 'catch it, kill it, bin it'. We will achieve this by**
 - 3.1. Code of conduct will promote 'catch it, kill it bin it'
 - 3.2. Tissues and a sealed bin for tissues will be in place for each of the classrooms that we use.
4. **Cleaning frequently touched surfaces using standard products such as detergents and bleach. We will achieve this by:**
 - 4.1. On the days students are in school a member of cleaning staff will be on duty to be on tour of class rooms to clean frequently touched surfaces and toilets. This may require that we limit the number of toilets that are open.
 - 4.2. On the 'Options' days when students may need to move from room to room, each room will be cleaned before new students or staff use it.
 - 4.3. Cleaning of the teacher area will take place when a new teacher comes into a classroom on the 'Core' days.
 - 4.4. Daily cleaning routine will be in place in line with guidelines for non-healthcare settings.
5. **Minimising contact and mixing of people in school. We will achieve this by:**
 - 5.1. A new one way system will be in place for B Block with clear signposting on the floor and walls. The one way system needs to be followed at all times. In the long term a one way system will be in place in A Block, this is not necessary as there is no student movement when students are using A Block on the core days.
 - 5.2. For this summer term the Dining Hall will not be opened and the school day will end at lunchtime. Students eligible for FSM will continue to receive vouchers regardless of whether they are in school or not.
 - 5.3. Toilet breaks can be taken by individual students as required.
 - 5.4. Screens will be sourced for reception areas.
 - 5.5. Staffing levels need to be kept to a minimum during opening so that cleaning staff can focus on the areas used by students. Staff will attend school on a rota for these days.
 - 5.6. Students will be given guidance on travelling to school by cycle, foot or car rather than by public transport prior to their first day in school. Students will be dropped off in A block car park or on the road by B Block.
 - 5.7. Students should bring their own equipment and not share it. If the school is needed to supply a pen to a student, these will either be kept by the student or disposed of.
 - 5.8. Staff should take their own board markers, rubbers, laptops to use in the classrooms.

In addition, we expect our lettings community to adhere to our Covid-19 measures, and to also ensure the below actions are carried out by you, our hirers.



Compliance

Your staff and your members will respect and adhere to the Earls High School Covid-19 protocol as outlined above.

Your staff and your members will follow instructions issued by the Earls High School site team so ensure compliance with our Covid-19 protocols.



Risk Assessment

You will have completed a full suitable and sufficient COVID-19 Risk Assessment which is consulted with the staff members on our premises and shared with your members to ensure that COVID-19 safe process are in place. This must be provided to the school ahead of any letting taking place.



Before arriving on school site

Guidance has been communicated to all your staff and shared with your member on how they identify any of the COVID-19 symptoms, and before proceeding to the event, if any staff or member has any identified symptoms and/or family members are to contact NHS 111 to seek & follow further advice.



Hygiene

For your staff and members you have adequate supplies of sanitiser and protocols, guidance, posters and briefing material initiative covering;

- Keeping hands clean & regular hand washing techniques
- Keeping equipment clean & regular antibac cleaning of equipment
- Covering coughs & sneezes
- Avoid touching face
- Staff & members social distancing
- Stay home if sick.

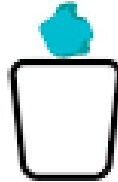


Access and Compliance

Your staff and members will only use the parts of the Earls High School site that you have booked and will follow guidance and requests from the school site team as they are made if you are found to be in other areas of the school site.



CATCH IT.



BIN IT.



KILL IT.