

# **CURZON C OF E COMBINED SCHOOL**

## **POLICY ON THE HIRING OF SCHOOL PREMISES**

### **1. INTRODUCTION**

The Governing Body is committed to making reasonable effort to enable the school building and grounds (premises) to be available for community use, subject to availability of the caretaker.

#### **1.1 Definition of a Hiring**

A hiring may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a hiring fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

#### **1.2 Charges for a Hiring**

The governing body is responsible for setting the charges for the hiring of the school premises.

### **2. APPLYING TO USE THE SCHOOL**

Application to use the school premises should be made to the office manager, and the Application Form should be filled in at least 21 days before the event – see Appendix 1 (appendix 4 for PTA events).

The office manager will rule on any conflicting requests for the use of the premises, with school functions always receiving priority.

The office manager is responsible for the management of lettings, in accordance with the school's policy, but the office manager may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility.

If the office manager has any concern about the appropriateness of a particular request for a letting, he/she will consult with the Chairman of P&G / Finance Committee, or with the Foundation Governors who have the authority to determine the issue on behalf of the governing body. The governing body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

### **3. HIRE AGREEMENT**

Once a hiring has been approved, a letter will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions and the hire agreement – see Appendix 2.

The hire agreement needs signing and returning to the school before the hiring can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The hire agreement (with the terms and conditions of hire of the school premises attached thereto) will be signed in duplicate by the hirer and on behalf of the Governing Body.

The named individual applying to hire the premises will be invoiced in advance for the cost of the letting.

All hiring fees will be paid into the school's bank account to offset the costs of services, staffing etc.

Payments must be made at least 7 days in advance of the hire by cheque or other agreed method of payment.

#### **3.1 Termination of Hire Agreement**

The office manager, or the Chairman of the governing body, has the immediate power to terminate any hire agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached (Appendix 2).

### **4. TERMS AND CONDITIONS OF HIRE OF THE SCHOOL PREMISES**

These terms and conditions must be complied with.

The "hirer" shall be the named individual on the hire agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

#### **4.1 STATUS OF THE HIRER**

Lettings will not be made to persons under the age of 18, or for any organisation or group with an unlawful or extremist background.

The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

#### **4.2 DISCLOSURE AND BARRING SERVICE**

It may be necessary for the hirer to undergo a criminal records check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Office Manager, to ensure that they have complied with the DBS Code of Practice and any relevant Buckinghamshire Safeguarding Children Board requirements to establish the requirement for DBS checks.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records in line with the DBS Code of Practice and report to the school any safeguarding concerns which may arise.

The Hirer will be required to provide evidence that DBS checks have been carried out on request.

#### **4.3 INDEMNITY AND INSURANCE**

Lettings are made on the agreement that the County Council and Governing Body are indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the County Council or the governing body.

The hirer shall insure with a reputable insurance office approved by the County Council, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents or any person resorting to the premises by reason of the use of the premises by the hirer.

Unless specifically agreed by the County Council, the insurance cover shall provide a limit of indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the hire of the premises.

The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Office Manager, governing body within seven days of a request.

Neither the school nor the Local Authority shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

#### **4.4 STATUTORY REQUIREMENTS**

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

#### **4.5 LICENSES AND PERMISSIONS**

The hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the school the licences they hold.

Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's Licence authorising entertainment, or by applying for a Temporary Event Notice

The office manager must be given at least four weeks' notice of a stage play production. The Hirer must obtain a Temporary Event Notice from the local Licensing Authority. The requirement is for the notice to be received by the Licensing Authority a minimum of 10 **working** days before the planned event but not including the day of the delivery of the notice or the day of the event.

For more information on licensing please contact your District Council:

Aylesbury Vale - Tel: 01296 585 560, or email: [licensing@aylesburyvaledc.gov.uk](mailto:licensing@aylesburyvaledc.gov.uk)

Wycombe – Tel: 01494 421222 or email: [licensing@wycombe.gov.uk](mailto:licensing@wycombe.gov.uk)

**Chiltern – Tel: on 01494 732140, no email specified.**

It is the responsibility of any hirer to ensure that all copyright licences have been obtained to cover planned activities.

To identify the relevant licences, please visit:

<http://www.licensing-copyright.org/leaflet.htm> for a copy of their helpful leaflet: 'A Guide to Copyright Licensing in Schools-Where to start...'

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the Local Authority against all sums of money which the LA may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

#### **4.6 PUBLIC SAFETY**

All conditions attached to the granting of the licence, stage play or other licences and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times;
- b) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- c) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Office Manager and/or Headteacher;
- d) the hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available; any hirer using the premises on a regular basis should make sure that fire drills are carried out at regular intervals as recommended by the school.
- e) performances involving danger to the public shall not be permitted;
- f) highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the governing body;
- g) no unauthorised heating appliances shall be used on the premises;
- h) all electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The governing body and County Council disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.

- i) adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

#### **4.7 The Hirer's Responsibilities**

The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the hiring.

No part of the premises is to be used otherwise than for the purpose of the premises requested.

No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

Should a naked flame be used (eg birthday cake candle), this should be risk assessed and procedures for safeguarding of flame be put into place.

##### **4.7.1 Own Risk**

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

##### **4.7.2 First Aid Facilities**

It is the responsibility of the hirer to make their own appropriate first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available, with the exception of the defibrillator. The hirer should also make themselves aware of where the premises telephones are in case the emergency services need to be called. It should be noted that mobile phone reception is very limited around the premises.

##### **4.7.3 Furniture and Fittings**

Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

##### **4.7.4 Food and Drink**

No food and drink may be prepared\* (see note below) or consumed on the property without the direct permission of the Office Manager in line with current food hygiene regulations.

##### **4.7.5 Kitchen/Food preparation\*, Facilities and Equipment**

A 'Slip Kitchen' - where only a kettle and washing up facilities are available, can be used by a hirer without supervision. Other facilities may be available upon request and would be subject to additional charges as agreed between the hirer and the letter.

##### **4.7.6 Intoxicating Liquor**

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the headteacher/governing body, whose written consent must also be obtained prior to seeking any Temporary Event Notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the hiring.

##### **4.7.7 Smoking**

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

#### **4.7.8 Betting, Gaming and Lotteries**

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed. As a church school, we will take into account the general ethos of the activity to ensure it is in line with the school's principals.

#### **4.7.9 Nuisance/Disturbance**

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises without permission of the Office Manager or Headteacher.

#### **4.7.10 Rules**

The hirer shall comply with any rules and regulations which the Governing Body shall make from time to time and shall make sure they are aware of any relevant Health and Safety policies relating to the premises.

#### **4.7.11 Charges and Cancellations**

The hirer acknowledges that the charges are as set out in the hiring agreement including any review arrangements specified. The letting may be cancelled, provided that in each circumstance at least 28 days notice either way is given. It is the hirer's responsibility to notify people appropriately of any changes in dates or venues at least a week in advance.

The governing body and the Local Authority will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the governing body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply). The decision of the governing body, or the Local Authority, as to whether a letting should be cancelled shall be binding on the hirer.

#### **4.7.12 Sub-Letting**

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

#### **4.7.13 Storage Ancillary to the Hiring**

The permission of the governing body/headteacher/office manager must be obtained before goods or equipment are left or stored on the premises, except that the headteacher/office manager is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

#### **4.7.14 Loss of Property**

The governing body and the Local Authority cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

#### **4.7.15 Car Parking**

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the School. **In particular the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed.** Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure.

#### **4.7.16 Toilet Facilities**

Access to the designated school's toilet facilities is included as part of the hire arrangements.

#### **4.7.17 Right of Access**

The governing body reserves the right of access to the premises during the hiring for emergency or monitoring purposes. (The office manager, headteacher or members of the governing body from Premises / H&S committee may monitor activities from time to time.)

#### **4.7.18 Vacation of Premises**

The hirer shall ensure that the premises are vacated promptly at the end of the hiring session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

#### **4.7.19 Child Protection**

- The hirer shall ensure that they have in place appropriate child protection policies, procedures and codes of conduct that are compatible with those of the school and the Local Safeguarding Children Board and recognises that the school will terminate the contract with immediate effect if the hirer is failing to discharge its child protection responsibilities
- The hirer shall ensure that it has an appropriate code of conduct for adults (including the abuse of trust under the Sex Offences Act for children over 16 but under 19 years)
- The hirer shall ensure the staff in their organisation are aware of the procedures to be followed if they think a child is being abused and have been supplied with the number for Social Care
- The hirer shall ensure they have a copy of the DfES booklet “What to do if you’re worried a child is being abused – Summary” and the organisation confirm that it is shared with members of staff
- The hirer shall ensure they have an approved procedure in the event of a child protection allegation being made against a member of their staff
- The hirer shall ensure they have provided written confirmation that they have in place robust practices which meet the safer recruitment guidance set out by the Safer Recruitment Consortium including:
  - Confirmation that they, or another employment business acting on their behalf, has obtained a DBS certificate on all staff or volunteers working with children (including transporting children as part of the activity)
  - Confirmation that the staff or volunteers have not had a break of 3 months or more from employment since their latest DBS disclosure was obtained
  - Confirmation that job interviews have been carried out for all staff and volunteers and that full application details exist
  - Confirmation that a minimum of 2 satisfactory references have been received (from previous employers where possible) which address the individual’s suitability to work with children & young people
  - Confirmation that individual identity and qualification checks have been satisfactorily completed (use of photographic ID)
- The hirer shall ensure they liaise with an appropriate member of school staff in the case of any concern

## **5 Complaints**

Any complaints arising from a hiring agreement will be dealt with using the school’s complaints procedure, a copy of which is available from the School Office, or the hirer’s own complaints policy, depending on the nature of the complaint. It will be at the Headteacher’s discretion which complaints’ procedure is followed.

May 2017

**Appendix 1**

**APPLICATION TO ENTER INTO A HIRE AGREEMENT FOR THE LETTING OF SCHOOL PREMISES**

Name of Applicant: .....

Address:.....

.....

Telephone Number:.....

Email Address.....

Name of Organisation:.....

Activity of Organisation:

.....

Details of Premises Requested (Hall, Playground, Football Pitch etc):

.....

forming part of the.....

Day of Week Requested:

*First choice:*.....

*Second choice:*.....

*Third choice:*.....

Start Time:.....

Finish Time:.....

*(please allow time for your preparation and clearing up)*

Dates Required:.....

Use of School Equipment (please specify your request):.....

Details of any Electrical Equipment to be brought:.....

Maximum Number of Participants:.....

Age Range of Participants:.....

Number of Supervising Adults:.....

Relevant Qualifications of Supervising Adults.....

Have List 99 and/or DBS checks been carried out? When? By Whom? Please list details

.....

.....

*Dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.*

The Applicant confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see *Terms and Conditions for further details*).

The Applicant confirms that arrangements are in place with reference to First Aid (see *Terms and Conditions for further details*).

The Applicant undertakes to comply with the regulations regarding the use of own electrical equipment (see *Terms and Conditions for further details*).

The Applicant confirms that arrangements are in place with reference to Child Protection (see *Terms and Conditions for further details*).

Any other relevant information

.....  
.....

***I confirm that I am over 18 years of age, and that the information provided on this form is correct***

Signed: .....

Date: .....

**HIRE AGREEMENT**

1. The Governing Body of Curzon C of E Combined School, Penn Street, Amersham, Bucks HP7 0QL
2. The Hirer:.....  
Address:.....  
Telephone:.....
3. Areas of the School to be Used:.....  
[as more particularly identified on the plan annexed hereto]
4. Specific Nature of Use:.....
5. Maximum Attendance:.....
6. Details of any School Equipment to be Used:  
.....
7. Date(s) of Hire:.....
8. Period(s) of Hire:.....
9. Fee (*specify per hour or per session*): £ .....  
Specify any review as appropriate £ .....  
Confirm if additional costs for caretaking/ cleaning are to be met £ .....
10. Caretaker/ Security arrangements.....
11. The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period( s) mentioned above, upon payment of the Fee
12. The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document
13. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to obtain suitable insurance cover for any loss, damage or injury

***Signatures of hirer and on behalf of the governing body***

.....

.....

**CURZON C OF E COMBINED SCHOOL  
PTA HIRE AGREEMENT FOR THE LETTING OF SCHOOL PREMISES**

Name of Parent overall responsible for event: .....

Telephone Number:..... Email: .....

EVENT: :.....

Date Requested:

*First choice:* .....

*Second choice:* .....

*Third choice:* .....

Start Time: .....

Finish Time: .....

*Access Times needed for set up* .....

*& clearing up:* .....

*Expected Finish Time for event:* .....

*Expected final closure of premises:* .....

**Areas of Premises needed for use:**

Front of school for loading/unloading PTA shed

Hall  Kitchen  Caretaker cupboard

Classrooms

Please circle which: Class 1, Class 2, Class 3, Class 4, Class 5 (next to kitchen), Class 6

Library (but care needs to be taken as it is also ICT suite)  Cosy Corner

Toilets (WC/adult/disabled)  Toilets (children's)

Playground and/or cloakroom

for access purposes only (for loading / unloading large items of equipment which will prove awkward bringing through double entrance doors)

for use during the event (e.g. playground for parking??)

KS1 Patio/play area/grass  Field

NB If play area needed, person required to supervise

**Which areas not needed which can remain locked for security purposes**

Library / Classrooms (specify which), Front wing to school, Staffroom

**ITEMS NEEDED:**

Collapsible Tables  How many? \_\_\_\_\_

Stage

Less than 30 Chairs (to be attained from classrooms)

More than 30 chairs (to be attained from Store)

Plan of classroom layout/s to return furniture to usual position

Keys:  (circle all that apply)  
External, Alarm Fob, Hall Door (to unload from Car Park & Access Bins), Caretaker Store (for cleaning equipment), Table/Chairs Shed, Field, Playground Gates, Cloakroom

**Other School Equipment needed**

PA system  Extension leads  Whiteboard/PC  Ladder   
Stage  Mops/Buckets/wet floor signs  Other: .....

Details of any Electrical Equipment to be brought:

.....  
.....

**Certificate of up-to-date PAT testing to be checked by office (or reassurance given AND stickers demonstrated on night)**

**NB the Governors have the right to cancel an event/decline use of equipment should certificate or stickers not be shown)**

Maximum Number of Participants:..... Age Range of Participants: .....  
Number of Supervising Adults: ..... 1<sup>st</sup> Aider: .....

List 99 and/or DBS check confirmation for those working with children

.....

**Paperwork approval deadlines**

Risk Assessment one month before .....

Allocation of Helpers to ensure Risk assessment covered and effective running of event (2 weeks before) .....

**NB the Governors have the right to cancel an event should required paperwork not be in place and by the deadline stated)**

Any other relevant information e.g. arrangement for serving alcohol / whether license required?

.....

***I confirm that the information provided on this form is correct.***

***The PTA Box of Resources will be utilised rather than interrupting staff for items such as sellotape, blue tac, paper, marker pens, stapler etc***

Signed: ..... Date: .....

**Checked/discussed by Office Manager: Any additional needs/comments:**

**REVIEW (By HIRER / USER):**

**REVIEW (SCHOOL):**

**FEEDBACK FROM CLEANER:**

# CURZON SCHOOL HALL, PENN STREET

# Appendix 4

Charging rates per hour

Commercial quotes available on request. Regular use may attract a discount.

This is the basic rate and may be subject to a cleaning cost and/or deposit.

There is a minimum 3 hour hire charge.

The hirer will require premises insurance providing £5,000,000 cover. The school can offer this insurance for an additional 10% of hiring fee.

		Village	Non-Village	Commercial
<b>WEEKDAYS</b>				
Daytime	9am to 6pm			
• Hall, Kitchen & Toilets		£7.50	£11	£18
• Whole school		£10	£15	£25
Evening	6pm to 11pm			
• Hall, Kitchen & Toilets		£10	£14	£21
• Whole school		£15	£20	£28
<b>WEEKENDS</b>				
Daytime	9am to 6pm			
• Hall, Kitchen & Toilets		£10	£14	£25
• Whole school		£15	£20	£30
Evening	6pm to 11pm			
• Hall, Kitchen & Toilets		£12	£18	£30
• Whole school		£18	£25	£35
<b>WHOLE DAY (14 hours approx)</b>				
Weekday				
• Hall, Kitchen & Toilets		£90	£120	£176
• Whole school		£130	£160	£200
Weekend				
• Hall, Kitchen & Toilets		£120	£165	£240
• Whole school		£160	£200	£280