



**Calday Grange**  
Grammar School

# **HIRE OF SCHOOL PREMISES POLICY**

<b>Date of Review:</b>	<b>May 2018</b>
<b>Member of staff responsible:</b>	<b>Mr Andrew Eckford</b>
<b>Approval by Full Governing Body:</b>	<b>May 17<sup>th</sup> 2018</b>
<b>Date of next review:</b>	<b>May 2020</b>

## **1. Management and Administration for Hiring of School Premises**

The Governing Body is responsible for the managing the use of school premises, subject to any statutory requirements. The school's budget must not be used to subsidise any non-school use of premises and grounds, e.g. Hiring.

This policy applies in its entirety for all external bookings of up to twelve months in duration for use of the school premises.

For longer-term bookings exceeding twelve months and for specific partnership arrangements bespoke arrangements may be agreed by the Headteacher and based upon the standard policy.

## **2. Definition of Hiring**

The hiring is defined as "any community use of school premises and/or grounds outside of the school day and not associated with the corporate life of the school".

Use of the premises associated with the corporate life of the school includes activities such as staff meetings, parent meetings, governors' meetings and extra-curricular activities of pupils by school staff. Costs arising from these uses are a legitimate charge against the school's budget.

## **3. Policy Statement for the Hiring of School Premises**

The Governing Body recognise that school premises represent a significant capital investment and they should be fully utilised. Whilst a hiring must not interfere with the primary activities of the school, the school premises are considered to be a valuable community resource and the governors acknowledge the Government's drive for extended school use.

## **4. Restrictions on Hiring of School Premises**

- A hiring will not give full-time exclusive use of all or parts of the premises or grounds;
- Any equipment provided by the hirer will be removed from the site or stored as agreed by the school;
- Any equipment provided by the hirer will not restrict the use of the facilities by the school or other approved organisations;
- A hiring will not interfere with the primary activities of the school.

## **5. Categories of Hiring**

- 5.1 Hiring made under statute, e.g. elections.
- 5.2 Hiring to designated users. The governing body may decide to develop a policy of subsidy for certain categories of hiring, the funding for which must not come from the school's budget, unless it can be shown to be 'for the purposes of the school'.
- 5.3 Private hiring approved by Director of Finance & Operations in accordance with the policy approved by the governing body.

## **6. Priority Usage**

The governors have adopted the following categories of user in order to determine the level of priority that will be given to the user, and the charges made (see appendix 2):

- Statutory user
- Designated user (charitable organisations and other organisations operating activities principally for children and young people under the age of 18)
- Private user (any other use)

## **7. Charges for Hiring of School Premises**

It is the responsibility of the Governing Body to establish the charges for the hire of the school premises, and to decide if it is necessary to charge for additional cleaning or repair arising from the hiring. The governors will ensure that charges will cover all costs involved and must not knowingly provide subsidy from the school's budget.

The charges will be reviewed annually by the Finance & General Purposes Committee during the summer term, and formally approved by the Governing Body, for implementation with effect from 1<sup>st</sup> September each year.

In arriving at their scale of charges the governors have followed the following principles:

- (i) That statutory users will be charged an amount commensurate with full cost recovery;
- (ii) That designated users may be granted a discount of up to 25%;
- (iii) That private users will be charged on the basis of cost plus a margin for the school;
- (iv) That there will be parity of treatment for similar users;
- (v) That overall the hiring of school facilities will generate a surplus for reinvestment in these facilities;
- (vi) For the purpose of charging hirers, the Finance & General Purposes Committee is empowered to determine to which group any particular individual or organisation belongs. The basis for charging will be determined by the purpose for which a hiring is arranged.

Current charges can be found in Appendix 2.

## **8 The Administrative Process**

- 8.1 Initial Approach by Potential Hirer: To be made to the Administration Team at the School who will discuss the hirer's requirements and identify the facilities available. Following agreement of the arrangements the Conditions for the Hire of the School Premises (Appendix 1) and a Hiring Agreement Form (Appendix 3) will be made available to the hirer. The agreement will be discussed with the Director of Finance & Operations and referred to the Headteacher if necessary.
- 8.2 Following dispatch of the Hiring Agreement Form, the hiring will be entered on the booking system as "provisional". The hiring will be "confirmed" upon receipt of the signed Hiring Agreement Form.
- 8.3 A copy of the hirer's insurance documents, evidence of DBS checks and copies of the hirer's safeguarding policy and procedures must accompany the signed Hiring Agreement Form in order to confirm the booking.
- 8.4 The Governing Body has the right to refuse an application without stating the reason, and no hiring should be regarded as "confirmed" until the Hiring Agreement has been processed as in 8.2 and 8.3 above. No public announcement of a function to be held should be made until this process is complete.
- 8.5 Payment in part or full should be made in advance of the event (see Hiring Agreement Form in Appendix 3 for full details). In the event that the agreed payment is not made, the premises will not be made available.
- 8.6 Outstanding payments are to be brought to the Director of Finance & Operation's attention at each month-end bank reconciliation. All proposed "write-offs" must be authorised by the Finance & General Purposes Committee.
- 8.7 Income from the hiring of school premises will be credited to the school's account.
- 8.8 The maximum period for any hiring agreement is twelve months.
- 8.9 Details of any alteration to the hiring agreement must be made in writing to the Administration Team.
- 8.10 A damage retention charge may be made in advance for certain events. This refundable charge is to be paid in addition to the hire charge and in advance of the hire.
- 8.11 The Administration Team will keep the schedule of bookings, copies of insurance documents and records of any cancellations.
- 8.12 The Director of Finance & Operations is responsible for all income for hiring and is authorised to negotiate variations where appropriate for charitable organisations.

**All persons who are permitted to use the school's premises must undertake to allow governors and employees of the school access at all reasonable times to enter and view the premises and to ensure that arrangements have been made for the proper use and supervision of the premises including compliance with any licensing, police and fire regulations and Health and Safety regulations.**

### **1. Status of the Person Applying for the Hire of School Premises**

1.1 Hire of school premises should not be made to persons under the age of 18 or any organisation with an unlawful or extremist background. When the hire involves access to pupils from Calday Grange Grammar School evidence of a police check in line with DfE regulations for personnel involved will be sought.

1.2 DBS checks are required for all personnel involved in the organisation of activities for young people.

1.3 All persons or organisations who hire the school's premises in connection with the organisation of activities for children or young people **must** supply a copy of their safeguarding policy and procedures

### **2. Sub Letting**

The hirer shall not sublet to another person.

### **3. 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. Use of the School Name**

The hirer must not use the school's name in a way that implies that the event is officially sanctioned or organised by the school e.g. the hirer can state that the event is taking place at the school, but must not misrepresent the event as being organised by the school.

### **5. Disrepute**

The school will only allow the hire of premises for events and activities that have a legitimate purpose and will not bring the school into disrepute. Any hirings that give the school any cause for concern will be cancelled without notice and a refund will be provided to the hirer.

### **6. Public Safety**

The hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits. Where applicable the hirer must adhere to correct adult to pupil ratios at all times. The hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

### **7. Access to a Telephone**

There is no legal requirement to provide access to a telephone within the school premises. Access to a telephone may be possible in some areas of the school, and these areas can be identified under 'Special Requirements' at the time of booking.

### **8. First Aid Facilities**

There is no legal requirement to provide first aid facilities for hirers. It is the hirer's responsibility to make their own arrangements, i.e. trained personnel and the provision of a first aid kit, particularly in the case of sports. Use of the school resources is not available.

### **9. Smoking**

Smoking is not permitted on Calday Grange Grammar School premises.

### **10. Damage, Loss or Injury**

10.1 Any damage occurring as a result of the hiring must be reported to the Premises Team on 07432 642260 as a matter of urgency in order to allow the school to rectify any problems in time for the next hiring.

10.2 The hirer shall be responsible to the Headteacher of the school for the proper use of the premises and of the school's property, and for the conduct of people using the premises in connection with the hiring.

10.3 The school may claim any expense due to loss or damage to school property caused by the hirer and therefore the hirer is advised to take out Public Liability Insurance. It is the responsibility of the hirer to take out the insurance cover. The school will not be responsible for any injury to persons, or loss or damage to property arising from the hiring of educational premises.

10.4 When hiring sports facilities there may be occasions when changing facilities are shared with other hirers, therefore each hirer is responsible for their own security of individuals and belongings.

10.5 A damage retention charge may be made in advance for certain events. This refundable charge is to be paid in addition to the hiring charge and in advance of the hire.

**11. Protection of Premises and Movable Property**

11.1 No rooms may be used except for those specified in the hiring application.

11.2 No ballroom or floor polish may be used on floors except with special permission.

11.3 Appropriate footwear must be worn for activities that might otherwise damage the floors.

11.4 Cars left in the school's car parks are left there at the owner's risk.

11.5 Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the drilling of nails or screws into fixtures/part of the school fabric will be permitted.

11.6 In the event of any damage to premises or property the school shall make it good and the hirer shall pay the cost of such reparation.

**12. School Equipment**

12.1 School equipment may only be used if requested on the initial application form and its use approved by the Director of Finance & Operations. Adults must supervise equipment being issued and oversee its safe return. The hirer is responsible for the equipment's safe and appropriate use.

12.2 No use may be made of any school equipment or apparatus such as stage fittings, pianos, etc. without specific permission.

12.3 Staging set up for school use will not be dismantled during the weeks it is in use.

**13. Security and Cleaning**

13.1 The hirer is responsible for ensuring the premises are left in good order following the hiring. Equipment must be removed. All rubbish collected, bagged and placed in the bin or an agreed place. Windows should be closed, tables and chairs should be left in the situation they were found at the beginning of the hiring.

13.2 The school may hire and pay for a person to be responsible for the security of the premises before, during and after the hire. The cost of this security will be added to the hirer's fee. This charge will be made explicit to the hirer prior to the Hiring Agreement Form being approved.

13.3 Only named key holders may operate the security system. Keys should not be passed to any other person without the direct permission of the Director of Finance & Operations.

13.4 In the event that there is a security alarm call-out as a result of a hirer failing to correctly secure the premises following a hire period or accessing an area of the school beyond that allowed by their Hire Agreement the school may charge a security call-out fee.

13.5 For certain activities the Director of Finance & Operations may decide it is necessary to make a charge for additional cleaning arising from the hiring.

13.5 An additional cleaning charge may be levied in the event that premises are not left in a reasonable state following the hire period. For example, changing room facilities should be brushed and cleaned and all litter put in bins before the end of the hire period in order that they are fit for use by the next hirer.

**14. Use of Kitchen Facilities**

The kitchen facilities are only available to school staff and must not be used by hirers under any circumstances. Hot water flasks for preparing hot drinks may be made available for events and functions by prior agreement and will be chargeable as part of the Hiring Agreement.

**15. Floodlights**

The floodlights at Glasspool field are powered by a diesel generator and are available for approved use by hirers. Floodlight use should be requested on the Hiring Agreement Form and is chargeable. Failure to observe the correct use of the floodlights or not turning the floodlights off at the end of the hire period will result in additional charges being made.

**16. Use of Multigym**

The use of the multigym is only permitted if the hirer provides a fully qualified instructor who must be present when the multigym is in use.

**17. Licenses and Permissions**

The hirer shall be responsible for ensuring necessary licenses or permissions for the proposed use of the premises are in place. The school holds certain licenses and can assist with this process, please liaise with the Administration Office for further details. In particular, licenses may be required for public performances involving music, singing and dancing, for theatrical performance and for the sale of alcoholic beverages. If copyright material is performed or used, the licence of the owner of the copyright must be obtained. The hirer shall indemnify the school against any claim, costs, expenses, loss or other liability arising from failure to obtain a licence or any infringement of copyright, which may occur in connection with the hiring.

**18. Vacation of Premises**

18.1 The event organised by the hirer is to finish promptly at the agreed time. In the event starts prior to the pre-agreed time or over-runs additional charges will apply. The hirer is responsible for supervising children until they are collected and ensuring named adults collect them.

18.2 In the event of an emergency, occupants must leave buildings by the nearest exit and assemble in the car parking area. Hirers are responsible for the speedy and orderly evacuation of all hired accommodation in the event of fire or another hazard, for familiarising themselves with emergency exits and for ensuring all persons are aware of evacuation procedures. Exits and entrances must be kept free of obstructions at all times.

**19. Cancellation**

19.1 If the hirer wishes to cancel the hiring or vary the period for which the accommodation has been booked, notification must reach the school at least 48 hours prior to the event. A charge may be made in respect of care-taking costs if notification is not received by this time.

19.2 The school reserves the right to cancel a hiring if and when the premises are required for the school's own use. This right will only be exercised in exceptional circumstances. In particular, permission for the use of playing fields may be cancelled if the school considers that the use would cause damage to the playing surface.

19.3 The school further reserves the right to put a stop to any use of the premises that is not properly conducted. The school may at any time cancel or put a stop to any use of the premises or equipment that may endanger the safety of any person or of the school's property.

19.4 It is the hirer's responsibility to notify parents of changes in dates or venues in writing at least a week in advance. The Administration Office will notify the hirer of changes/ cancellations.

**20. Promotional Literature/Newsletters**

The Headteacher must sanction a draft copy of any information to be distributed through the school at least one week prior to distribution by the hirer.

## Appendix 2 CHARGES FOR THE HIRING OF PREMISES BELONGING TO CALDAY GRANGE GRAMMAR SCHOOL

Charges are normally hourly based and payable in accordance with the "Conditions for the Hire of Premises of Calday Grange Grammar School" (unless prior agreement is sought).

All cheques should be made payable to 'Calday Grange Grammar School'.

Discounts for charitable organisations and other organisations operating activities principally for children and young people under 18 years of age may be available on request.

FACILITY		£ RATE PER HOUR	
<b>MAIN SCHOOL SITE</b>			
Conference facilities:	Library/ Quiet Study/ Common Room	25.00	
Classroom		20.00	
Main Hall		35.00	
Main Hall with stage		45.00	
Hall without stage		40.00	
Main dining room		30.00	
Dining room extension	Full	30.00 Full / 20.00 Half	
Cookery Suite		25.00	
Drama Studio		30.00	
Outdoor canopy with seating		25.00	
Gymnasium		30.00	
Multigym		30.00	
Hard Court	Choice of three	20.00	(per court)
Playing Field (Column Road)		15.00	
Football Pitch (Grammar School Lane)		30.00	
School changing facilities		10.00	(per single changing room use)
Main School car park	c. 90 spaces	P.O.A.	(day rate available for school holidays)
<b>GLASSPOOL SITE</b>			
AstroTurf	<i>available at extra charge with floodlighting</i>	50.00	<i>Minimum one hour</i>
Cricket		100.00 day hire 80.00 evening hire	12pm – 9pm 5pm to 9pm
Rugby pitches		30.00	(per pitch)
Small rugby pitches		15.00	(per pitch)
School changing facilities		10.00	(per single changing room use)
<b>EXTRAS</b>			
Piano		25.00	
Sound equipment		25.00	
Stage lighting		25.00	
AV equipment		25.00	
Caretaking fee		25.00	(per hour)
Cleaning Charge	May be levied in the event that the premises are not left in a reasonable condition – minimum charge one hour £15		
Floodlights	Available for booking with the AstroTurf pitch at Glasspool fields – cost of £7.5 per hour		
Security call-out fee	May be levied in the event that the premises are not left secure following the end of the agreed hire period or non-agreed areas of the school are accessed by hirers – charged at £50 per call-out		
Early access charge	Use of premises prior to the start of the agreed hire period will be charged at the normal hourly rate		
Late access charge	Use of premises after the end of the agreed hire period will be charged at 1.5 times the normal hourly rate		
Retention charge	£25.00 to £100.00 depending upon the nature of the event (refundable after the event)		



Please complete and return to the Administration Office at the address below.

PERSONAL INFORMATION			
NAME OF ORGANISATION		PERSON RESPONSIBLE	
CONTACT ADDRESS	Postcode:		
CONTACT TELEPHONE NUMBER(S)		CONTACT EMAIL	

BOOKING INFORMATION			
FACILITY		NO OF PARTICIPANTS	
NATURE OF EVENT		SPECIAL REQUIREMENTS	
PROPOSED DATE(S) and TIME(S)		DATES NOT REQUIRED	

LEGAL REQUIREMENTS	
<b>INSURANCE</b> It is the responsibility of the hirer to take out the appropriate insurance cover, Please enclose a copy of your documents with this form	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not enclosed (please give reason)
<b>DISCLOSURE &amp; BARRING SERVICE</b>	Will students of Calday Grange Grammar School be involved in the activity? <input type="checkbox"/> No <input type="checkbox"/> Yes (please enclose evidence of checks)
<b>SAFEGUARDING POLICY &amp; PROCEDURES</b>	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not enclosed (please give reason)

HIRING REQUIREMENTS	
Please refer to the Hiring Charges for details of individual charges.  Please do not enclose payment, you will be invoiced accordingly. For single events payment must be made in full prior to the arrival; for regular events you will be required to pay one month in advance.  Please be aware if your activity is deemed as one that may cause damage to the school then a retention charge will be made prior to the event. Retention charges are fully refundable; please see Conditions for the Hire of Premises of Calday Grange Grammar School.  Cheques should be made to "Calday Grange Grammar School".	
ALCOHOL LICENCE	<input type="checkbox"/> Yes <input type="checkbox"/> No
EXTRAS (please list)	

AGREEMENT	
Enclosed with this application form is a copy of our Conditions for the Hire of Premises of Calday Grange Grammar School, please ensure you read this thoroughly as it details our responsibilities to you and your responsibilities to us. Failure to comply with this document could lead to your agreement being terminated with immediate effect.	
<b>I have fully read, understood and accept the Conditions for the Hire of Premises of Calday Grange Grammar School</b> <b>In particular I acknowledge that I/we undertake to pay any additional charges levied in respect of cleaning, security, use of floodlights or early/late use of the premises outside of the agreed booking time.</b>	
SIGNATURE	PRINT NAME
POSITION IN ORGANISATION	DATE

ON BEHALF OF CALDAY GRANGE GRAMMAR SCHOOL (office use only)			
SIGNATURE		PRINT NAME	
POSITION IN ORGANISATION	Administrator	DATE	