



The White Hills Park Trust
Better Together

Trust Lettings Policy

Version control

Scope:	Applicable to all Trust Schools
Review date:	June 2027
Statutory or non-statutory:	Non-Statutory
Author/Reviewer:	Colin Strawbridge – Head of Property and Estates

Introduction

This policy applies to all Trust schools/academies.

Equalities

The Trust and its member schools/academies recognise their legal responsibilities under the Equality Act 2010 and this policy aims to ensure that all employees are treated with equality and fairness regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex and sexual orientation.

Version Control

Version	Author	Date	Changes
0.1	Colin Strawbridge	May 2024	Restructured into Trust format. Added in safeguarding requirements which have become relevant this year as part of updated guidance for schools around working with groups who hire school premises. (Sam Mensah drafted these sections) Added in checklist for the schools to complete around info required from lessor prior to setting up a new rental

Introduction

The Trustees regard the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use, provided that any letting must not be detrimental to the school or its students.

Form of Application

Any person or organisation requiring the use of School premises will need to complete the standard application form, stating the purpose of the hire. Each application will be vetted by the school (as detailed in The School Hire Template) and any concerns will be reported to the Headteacher of each site prior to approval.

Schools will adopt the Trust's standard template for school lettings, which lays out all the required Financial, Legal and Operational requirements to be considered when hiring out a school site. Schools will be required to carry out checks and keep records in accordance with the attached School Letting Template. These include Child Protection, Health, and Safety and Financial considerations.

It is important that the organisation / individual hiring our facilities is compatible with the ethos of the Trust and Schools.

Supplemental information to be provided by the hirer at application stage

- Where hiring activities are aimed predominately at children involving working with children and/or young people they must submit to the school a signed copy of their current Child Protection Policy and they have the appropriate safeguarding policies in place and that they themselves and those persons likely to come into contact with children have been subject to Enhanced Criminal Record Bureau checks.

The organisation understands and agrees to follow the DFE guidance After-school clubs, community activities, and tuition Safeguarding guidance for providers DFE full guidance.

[After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/after-school-clubs-community-activities-and-tuition-safeguarding-guidance-for-providers)

- Groups are required to have adequate Public Liability insurance (as outlined in school letting template) for the purpose of hiring in respect of public liabilities and for the loss or damage they or any other person for whom they are responsible may cause to the premises or school equipment.
- The school will provide the hirer with a copy of their Health and Safety policy and Fire Risk Assessment, and will give the hirer a site induction which will include fire evacuation procedures and instruction on how the fire alarms operate. The hirer will be required to provide a copy of their risk assessment detailing how they will be operating within the guidelines provided by the Government and / or the governing body for the proposed activity. This risk assessment must be approved by the School headteacher prior to the agreement of a letting. The hirer must have competent people carrying out those activities and using any related equipment The risk assessment should be retained by the school and the hirer must update the risk assessment to reflect any change of use. The hirer must ensure that the number of persons likely to attend any event is within any maximum limits determined by the fire risk assessment or health and safety assessments for the premises.
- Once a school has carried out all the due diligence on a potential hirer a copy of the following must be forwarded to Trust Finance Department :-

- Insurance details
 - Risk Assessment
 - Signed copy of the hirer's current Child Protection Policy (Where hiring activities are aimed predominately at children)
 - Signed copy of the Letting terms and Conditions ([Appendix A](#))
 - Signed copy of the New Lettings induction checklist ([Appendix B](#))
 - Letting Booking Form
- The Trust finance team will invoice the Hirer in line with the letting booking form. Any agreed cancelations must be communicated by the school to the Trust Finance team to avoid overcharging the client.
 - The implementation of this policy throughout the Trust will be audited **in** line with established Health and Safety and Safeguarding reviews.

Charges to the Hirer

All charges must be set at school level and approved by the local school governing body. Any lettings that differ from agreed standard charges must be signed off by the governors prior to commencement. A charge may be levied in order to cover the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs";
- Cost of administration;
- Cost of "wear and tear";
- Cost of insurance (if applicable)
- Cost of use of school equipment (if applicable);
- Profit element.

Extra charges may be levied for late night/weekend openings to cover payments to site staff or security contractors and for any additional facilities over and above the standard per room requirement.

Specific Assets may require Income / profit generated by lettings to be earmarked to specific budget "float" and a percentage of this income must be retained for future maintenance or replacement of the schools' assets, for example school MUGA or 4G Pitch.

All charges will be subject to ongoing oversight by the Audit and Risk Committee.

VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances). When VAT is applicable it will be added to the invoice.

[Appendix A](#)

School Premises Hire – Terms and Conditions

Arnold Mill Primary School



Approved by:	Date: 05.11.2025
Last reviewed on:	November 2025
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1. Introduction

The Trustees regard Trust school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use, provided that any letting is not detrimental to the school or its students.

2. Form of Application

Any person or organisation requiring the use of school premises will need to complete the standard application form giving all relevant details of the facilities required at least 14 days prior to the letting. Each application will be vetted, and any concerns will be reported to the Executive Headteacher prior to approval. Applications for use of the school facilities are made to the relevant school.

3. Child Protection and the Prevent Duty

Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.

Also, when determining whether to approve an application, the Trust will consider the following factors:

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and safety considerations
- The school's duties with regard to the prevention of terrorism and radicalisation
- Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if it:

- Is aimed at promoting extremist views.
- Involves the dissemination of inappropriate materials.
- Contravenes the statutory Prevent duty.
 - Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Trust, balanced or outweighed by freedom of expression or artistic merit).

An incident report form will be raised if it is believed that the letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact the police/school security who will remove the person or group from school premises.

4. General conditions of hire

- All lettings will be at the discretion of The White Hills Park Trust who may refuse lettings if it is considered in the interests of the school to do so.
- Lettings after 22:00 will not generally be permitted.
- All hirers must comply with the conditions of hire on the application form.
- All hirers must be aged over eighteen.

- All hirers must secure insurance cover for the letting, including public liability.
- All school buildings and associated premises are non-smoking areas.
- The Trust is not responsible for any loss of or damage to vehicles parked on its premises, or their contents or any personal possessions.
- The school playing fields will not be let unless in a suitable condition to be used.
- The Hirer shall not use the premises for any illegal purposes or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the school or any owner or occupier of neighbouring property.
- The Hirer shall not make any alterations or additions to the premises, shall not affix any items to the premises and no interference is to be made with Schools property/equipment or other parts of the building which do not form part of this hire agreement. The hirer must not interfere with the fabric, fittings or contents of the premises in any way.
- If the hire agreement allows use of the kitchen, any leftover food and drink must be taken away from the school premises at the end of the hire period.
- Any storage space must be agreed with the school before using.
- The use of school equipment must be agreed in advance of the letting.
- Alcoholic Drinks - approval by the school is required if alcoholic drinks are to be sold or even consumed on the premises. The selling of alcohol requires a licence. It is the responsibility of the Hirer to obtain the licence and a copy must be provided for the school. Alcoholic drinks shall only be brought on the premises if they are directly provided by the hirer, or provided by the holder of a licence for the function for which approval has been given. Unconsumed liquor, bottles, bottle cases, glasses and similar must be removed from the premises immediately after the function has ended.
- Illegal drugs are not to be brought onto or consumed on the premises.
- No items of a flammable, dangerous or noxious character may be brought onto the premises, including fireworks, confetti or gas (gas fuelled BBQs may be used in the school grounds, subject to the approval of the Headteacher
- No betting, gaming or gambling is allowed on the Premises.
- Dogs, other than guide dogs for the blind or other assistance dogs, shall not be allowed on the premises. • For security reasons, the Hirer does not have access to the school telephone. Hirers should acquire a mobile phone for use in an emergency.
- No changes to fixture or fittings should be made to the property. No changes to fixture or fittings should be made to the fabric without prior approval.
- Appropriate footwear must be worn in the premises, particularly in the school Hall/Gyms where no footwear must be worn that might risk damage or mark the floor.
- Numbers - The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the school or lettings partner. Failure to comply with this condition will result in the immediate termination of the letting without refund.

5. Cancellation of a Letting

The terms and conditions of the letting require at least 24 hours-notice to the Trust of the cancellation or alteration of a letting. If such notice is not received the lettings fee continues to be payable and will be charged to the hirer.

6. Charge to the Hirer

The School's Local Governing Body are responsible for setting charges for the letting of the school premises. A charge may be levied in order to cover the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) - including “on-costs”;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of insurance (if applicable)
- Cost of use of school equipment (if applicable);
- Profit element.

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations/partners involved.

All charges will be subject to periodic review by the School’s Local Governing Body. The recommended increase will be in line with inflation but will also take into account profit margins and maintenance costs. On top of the normal charges for facilities an extra fee may be charged for late night/weekend openings to cover payments to site staff or security contractors and for any additional facilities over and above the standard per room requirement. Standard charges are detailed in Appendix A. For non-standard lettings the final charges will be agreed by the Headteacher.

VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances). When VAT is applicable it will be added to the invoice.

Payment by the Hirer

Once a letting has taken place an invoice is sent to the hirer. Payment to the Trust is expected within 30 days of the invoice date.

Acknowledgement of Receipt

A receipt will be issued for all income received.

7. Areas available for hire

7.1 Available areas

The school will permit the hire of the following areas:

- School hall
- Football pitch

7.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
School hall	Maximum 150	Enter the cost and unit here (e.g. per hour/per 30 minutes/per evening)
Playing field	Maximum 200	Enter the cost and unit here (e.g. per hour/per 30 minutes/per evening)

8. Charging rates and principles

8.1 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.

8.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 5 days' notice.

A full refund will be issued if we do cancel a 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.

The hirer of the premises can cancel any hire with a minimum of 5 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

9. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by Jackie Olfield, Head Teacher.

If the request is approved, Trust Finance will contact the hirer with details of the payment process. The Hire fee for a one-off session is payable in advance or in the case of a regular booking payment will be required at the end of each term. The school will send on details of the emergency evacuation procedures 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 or reputational damage may occur.

10. Safeguarding and child protection

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.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

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 Jackie Oldfield, Head Teacher as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

Where a letting involves working with children and young people, the hirer must;

- have an effective safeguarding and child protection policy in place
- have a staff behavior policy (sometimes called a code of conduct)
- be aware of and have training on the specific safeguarding issues (including online) that can put children at risk of harm
- have clear procedures on what to do if there are concerns about a staff member, volunteer or another adult who may pose a risk of harm to children
- appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training (including online)
 - provide parents or carers with a named individual (such as the DSL or another named member of staff) so they can raise safeguarding concerns
 - if you're a lone provider, give parents or carers the contact details of your local authority's children's services or the NSPCC helpline number
 - know the local referral route into children's social care
- report any allegations of harm to a child to both your local authority designated officer (LADO) and the police as soon as reasonably practicable for the purpose of this code, "staff" should be interpreted very widely to mean a paid employee or unpaid worker or volunteer engaged by an out-of-school setting provider
- know if the legal duty to refer to the Disclosure and Barring Service applies to you and ensure you make referrals when appropriate

Report any allegation to the school DSL ASAP using the contact method given by the school

Meet the expectations for organisations hiring school premises as set out in Kcsie 2023 paragraph 166

[After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/after-school-clubs-community-activities-and-tuition-safeguarding-guidance-for-providers)

Suitability of staff and volunteers

You should:

- make sure staff and volunteers have had relevant pre-employment checks, for example:
 - DBS check
 - verification of identity
 - references
 - right to work
- have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment

You must:

- consider the suitability and safety of the setting for employees, children and young persons, taking steps to reduce any risks identified
 - have a fire safety and evacuation plan
- have paediatric first aid training where children aged 5 and under are attending the provision (unless you're exempt from registration with Ofsted)

You should also:

- have first aid training and a first aid kit to hand as well as awareness of what to do in an emergency where children aged over 5 are attending
- have more than one emergency contact number for each child
- make sure you know of any medical concerns or allergies

You should have:

- a clear complaints procedure
- an effective whistleblowing policy
- a clear staff behaviour policy (code of conduct)
- a clear line of accountability for safeguarding which runs throughout your organisation, including at the most senior level
- a clear record of the safeguarding training provided to staff and the schedule of refresher training

12. Health and Safety

RISK ASSESSMENT (*To be provided at time of booking*)

As a hirer of the facilities, you will be required to provide a copy of your risk assessment detailing how you will be operating within the guidelines provided by the Government and/or your governing body for your activity. You must ensure the legality and competency of person(s) carrying out those activities and using the equipment (including sub- contractors). Your risk assessment will need to be approved prior to you commencing your letting period and will be kept on file for future reference. You should keep us informed of any updates to this document as guidelines change.

The hirer shall ensure that the number of persons attending their group is reasonable having regard to the intended use and the type of persons likely to attend and in any event is within any maximum limits determined by the fire risk or health & safety assessment for the premises.

Under UK legislation all facility users have a responsibility for observing the various acts and regulations relating to health & safety. Further information can be found in the school's Health & Safety Policy, a copy of which is available for inspection on request. All who use the school's facilities have a legal obligation to exercise 'due care' in relation to other users.

All conditions attached to the granting of the license, stage play, or other licenses 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 Head teacher.
- 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.
- 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, however, the use of pyrotechnics within theatre shows may be permitted subject to written approval by a member of school staff/the Governing Body. 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 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.

14. Site Visit

It is the group's responsibility (or a member of your user group) to visit the premises prior to your first session to establish a basic risk assessment (fire exits, facility layout etc.). The visit should, if possible, coincide with the time of your session so your group will be able to assess who will be on site to deal with any problems, should they arise.

Should any participants have any accessibility needs please make the school aware of any support measures that need providing.

During this visit we will familiarise you with the following:

- ❑ Fire alarm points. (Use these to sound the alarm if necessary – this will automatically alert the emergency services and start a continuous fire alarm – you should also make a phone call to the emergency services in case the automatic system fails).
- ❑ Fire evacuation procedures, routes, refuge point and assembly point.
- ❑ Location of a telephone (please note in the event of a power cut – you will need to contact the emergency services from your own mobile phone).
- ❑ How to contact the onsite duty officer
- ❑ Location of First Aid Kit and defibrators
- ❑ Toilet access.
- ❑ Drinking water access.
- ❑ Entrance and Exit access and security systems.

15. Fire Procedure

In accordance with the premises fire evacuation plan, you will be required to:

- Keep a register of people in your group.
- Familiarise all participants with the position of a phone, fire alarm points, fire evacuation routes, fire refuge point and fire assembly point.
- Ensure you have made specific arrangements to evacuate those less mobile i.e. the wheelchair bound, the elderly or those with frames etc. from the building or to the fire refuge point.
- Know and share with other users the evacuation assembly points.

In the event of a fire, the alarm will sound (continuous ring). The premises must be evacuated immediately via the nearest fire exit and the group should make their way to the nearest assembly point. The Fire brigade must be rang in the event of a fire do not rely on

automatic dial up facilities. Please await further instructions from the duty officer. For your own safety please do not re-enter the building until you have been instructed to do so.

16. Temporary Event Notice

You may need to apply for a temporary event notice (TEN) if you wish to carry out licensable activities on a temporary basis at the school. This could be an occasional or one-off event at unlicensed premises. It could also be a licensable activity which is not included in the terms of an existing premises licence: for example, a bar staying open later than usual.

Licensable activities are:

- ❑ Sale of alcohol
- ❑ Serving alcohol to members of a private club
- ❑ Providing entertainment such as music, dancing or indoor sporting events (known as regulated entertainment)
- ❑ Serving hot food or drink between 11pm and 5am

Temporary event notices are available through the Local

Authority.

Please discuss your requirements with the school first before proceeding with any arrangements.

17. Facilities

The school will endeavor to maintain the building and equipment to very high standards, if you have cause for concern about the state of the building or equipment, please ensure you report it immediately to our duty staff so that the issue can be rectified as soon as possible.

The hirer will appreciate the difficulty of securing the whole school site. It is extremely difficult to patrol the whole site and prevent unwanted visitors. Please do not leave valuables unattended anywhere on site. Avoid confrontation if you observe intruders, and report to a member of the Site Team. Similarly, report any incident of vandalism.

Emergency exits should only be used in an emergency.

18. BOOKED TIME

The booked time includes setting up and tidying away of equipment. Additional charges will be made if the time booked is exceeded. Consideration must be given to other hirers waiting to commence their session.

19. ACCIDENTS / FIRST AID

The hirer must ensure that any accidents during the period of hire must be recorded with staff on duty (even in the case of unattended lettings).

- i. At least one member of your user group to be a qualified first-aider.
- ii. It is the group's responsibility to bring their own first aid kit and supplies to attend to any minor injuries, e.g. cuts, bleeding, bruising.
- iii. It is your responsibility to have a nominated mobile phone user within the group who has the emergency contact numbers for all members and brings a mobile phone to all sessions.
- iv. It is the group's responsibility that all physical activity and sport follows the accepted and current government and National Governing body guidelines.
- v. The hirer must notify the on duty Premises Officer at the first opportunity in the event of a serious accident and then complete the school's online accident form. For other minor accidents or incidents, it is advisable to notify the on duty Premises Officer. If required, first aid supplies can be obtained during office opening hours. A wheelchair is also available during office hours or can be accessed by contacting a member of the Premises Team.

20. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes, or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing board.

21. 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.

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 shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
9. Suitably qualified first aiders must be present during the period of hire.

10. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 10 days before the start date of the licence.
11. 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.
12. 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
13. 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.
14. Any cancellations by the school made with at least 5 days' notice will be refunded.
15. Any cancellations by the hirer received with less than 5 days' notice will not be refunded.
16. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
17. 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.
18. The hirer will clean their own equipment brought onto the premises after use and ensure the site is left as you found it.
19. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
20. 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.
21. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
22. The hirer will acquire all appropriate additional licences for any activities they are running. It is the Hirer's responsibility for ensuring that any necessary licences required for a particular event have been obtained. The Hirer will indemnify the School and Trust against any action brought about by the failure to obtain the necessary licenses: The following maybe required:
- Theatre Licence, Copyright / Royalty licence, Performing Rights Licences, Cinematography licence, Justices Licences, (i.e. alcohol), music, singing & dancing. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. 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.

25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
26. 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.

Template 1: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact Karen Gibbs in Reception at Arnold Mill Primary School.

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first 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	
Confirmation and details of the safeguarding and child protection arrangements you have in place	
Prior to using the schools' facilities, you must attend an on site induction and provide proof of :-	☐ Public Liability Insurance ☐ Risk Assessment ☐ A copy of your signed Child Protection Form

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

Name _____

Date _____

Signature_____

Please return this form via email to office@arnoldmill.notts.sch.uk or to the school office at office@arnoldmill.notts.sch.uk. We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.

Template 2: Confirmation of licence template letter

You may want to delete this section when you publish a version of this policy on your website. This is for the benefit of the person who will administer the policy.

Dear [contact name]

Thank you for submitting your hire request form to us.

We are pleased to say the area you have requested is available on the date(s) and time(s) of your request and we would be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the enclosed terms and conditions.

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date].

We will also require you to submit to us:

- Proof of your public liability insurance
- Risk Assessment
- A copy of your signed Child Protection policy
- Signed declaration that you agree to adhere to [After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK \(www.gov.uk\)](#) as part of the induction process

We have attached the following documents:

- Health and Safety Policy
- Fire Risk Assessment
- Details of emergency evacuation procedures in the event of a fire/similar emergency

Please make sure you are familiar with these before the date of hire.

You can contact Gary Poulet on 07908 474152 with any questions about hiring the premises.

Kind regards,

Jackie Oldfield
Head Teacher

Appendix B

New lettings induction checklist – for completion by school and submission to the Trust Head of Property and Estates

Safeguarding focus	Induction date	Name of individual inducted	School representative signature	Hirer signature
Hirer safeguarding policy shared				
School safeguarding policy shared				
School health and safety policy shared				
Hirer health and safety policy shared				
<u>After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK (www.gov.uk)</u> Guidance shared and agreed to be adhered to				
Fire evacuation and assembly points procedures				
Fire alarm points shared				
Hirer risk assessment shared				
Emergency school contacts shared				
Toilet access and location shared				
Secure entry and exit arrangements shared				
Emergency 1 st aid arrangements shared				