



## Policy for Premises Hire



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### 1. Aims and scope

We aim to:

- Make sure the Trust’s premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the academy’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 academy
- Not let any hiring out of the premises interfere with the academy’s primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the academy’s risk assessment(s)

### 2. Areas available for hire

#### 2.1 Available areas

The academy will permit the hire of the following areas:

Academy	Blenheim Park Academy	Greenpark Academy	Reffley Academy
Available areas	Main Hall Playing field	Main Hall Studio Playing field	Main Hall Playing field

#### 2.2 Capacity and charging rates

All capacity numbers below will be subject to the latest government guidance. The maximum capacity and rates for hiring each area are as follows:

AREA	ACADEMY	CAPACITY	COST
Main hall with access to toilets	Blenheim Park	560	Cost per hour: £30 per hour
	Greenpark	300	Cost per hour: £30 per hour
	Reffley	330	Cost per hour: £30 per hour
Studio with access to toilets	Greenpark	156	Cost per hour: £30 per hour
Playing field (no access to toilets)	Blenheim Park	NA	Cost per hour: £20
	Greenpark	NA	Cost per hour: £20
	Reffley	NA	Cost per hour: £20

### **3. Charging rates and principles**

#### **3.1 Rates**

The rates for hiring out different areas are listed in the table in the section above.

#### **3.2 Cancellations**

We reserve the right to cancel any agreed hiring with a minimum of 3 days' notice – this will only be done in an emergency. The hirer will be informed of the cancellation by telephone. A full refund will be issued if we do cancel a hire. The Trust 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 1 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

#### **3.3 Review**

The revenue raised from hiring out will be reviewed by the Chief Executive Officer and will be fed into the Trust's financial reporting, to ensure best value is being achieved.

### **4. 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 academy office. Approval of the request will be determined by the Trust Business Manager following discussion with the Academy Headteacher.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We expect payment to be in full and paid in advance. We will also 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 Trust, 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 Trust 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 Trust, and shall not be entitled to set off any amount owing to the Trust against any liability, whether past or future, of the Trust 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 Trust 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 Trust will result in the immediate termination of the licence.
7. The Trust shall retain control, possession and management of the premises and the hirer has no right to exclude the Trust 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. The hirer must take out its own public liability insurance with a reputable insurer approved by the Trust and, where requested by the Trust, shall provide a copy of the relevant insurance certificate no less than 5 days before the start date of the licence.
10. 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.
11. The hirer shall indemnify and keep indemnified the Trust from and against:
  - a. any damage to the premises or equipment;
  - b. any claim by any third party against the Trust; 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
12. 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 Trust 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 Trust by the hirer under the licence.
13. Any cancellations by the Trust will be made with at least 3 days notice will be refunded.
14. Any cancellations by the hirer received with less than 1 day notice will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. 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.
17. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the Trust.

18. If the hirer breaches any of the terms and conditions the Trust reserves the right to terminate the licence and retain any fees already paid to the Trust, without affecting any other right or remedy available to the Trust under the licence or otherwise.
19. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
20. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
21. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
22. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
23. The Trust'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.
24. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
25. The Trust 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.

## 6. Safeguarding

The Trust is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the Trusts' 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 academy (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 academy.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the academy premises, they shall contact the following designated safeguarding leads as soon as reasonably practicable:

Academy	Designated Safeguarding Lead	Contact details	
Blenheim Park	Jill Graver	01553 772018	<a href="mailto:head@blenheimpark.norfolk.sch.uk">head@blenheimpark.norfolk.sch.uk</a>
Greenpark	Jill Graver	01553 772018	<a href="mailto:head@greenpark.norfolk.sch.uk">head@greenpark.norfolk.sch.uk</a>
Reffley	Helen Fendley	01553 671045	<a href="mailto:head@reffley.norfolk.sch.uk">head@reffley.norfolk.sch.uk</a>

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

#### **7. 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 Board of Directors.

**Appendix 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 (sections 2 and 5). If you have any questions, please contact Janet McGahren on 01553 764494.

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	
Number of expected participants	
Additional equipment you will require from the academy (please note we may not to provide this but will inform you where this is/is not possible)	
Equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

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 [janet.mcgahren@admtrust.org.uk](mailto:janet.mcgahren@admtrust.org.uk) or to the academy office at: -

[office@blenheimpark.norfolk.sch.uk](mailto:office@blenheimpark.norfolk.sch.uk)

[office@greenpark.norfolk.sch.uk](mailto:office@greenpark.norfolk.sch.uk)

[office@reffley.norfolk.sch.uk](mailto:office@reffley.norfolk.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.



## Appendix 2: Confirmation of licence template letter

Dear XXXXXXXXXX

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is free on the date(s) and time(s) of your request and we'd 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 terms and conditions set out in our policy.

Based on the length of time and area requested, the full amount for the hire will be XXXXXX.

You can pay us by bank transfer. Account details are as follows:

Account Name: Ad Meliora Academy Trust  
Account No: 10546879  
Sort Code: 09-02-22

We'll also require you to submit to us:

- Proof of your public liability insurance
- A letter of assurance that you have undertaken the required safeguarding checks.

We've attached the following documents:

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

Please make sure you're familiar with the documents before the date of hire.

You can contact Janet McGahren with any questions about hiring the premises (01553 764494).

Yours sincerely,