



Premises Hire Policy

1 Purpose

The Governors wish to encourage the use of school premises by the community, on an agreed basis.

Terms and conditions are subject to regular review by the Governors.

2 Related document

Hiring of premises form

3. Policy

- Application for use of School premises must be made to the Headteacher on the attached form. A copy of the user's public liability insurance certificate (min £5 million) must accompany the application form.
- The Headteacher will advise the hirer of approval or otherwise within a week of receipt of the hire request. This advice will normally be accompanied by an invoice for the appropriate hire charge. Approval can only be granted by the Headteacher, and either the Chair or Vice Chair of Governors.
- Full payment of the fee due for the hire is normally required to confirm the booking, however at the discretion of the Headteacher, and Chair or Vice Chair of Governors, alternative payment arrangements may be agreed.
- The School reserves the right to give a minimum of 1 week's notice of cancellation, in the event that the premises are required by the School.
- The Hire timing must be strictly adhered to, and should cover all preparation and clearing up time.
- Alcohol cannot be consumed on the premises, unless the Headteacher or governors grant permission in writing. If granted permission, hirers are fully responsible for compliance with current liquor licensing laws. A copy of any licence obtained must be lodged with the School before the event.
- No fixings, or materials such as blu-tack, sticky tape, screws, or nails are to be used on School walls, doors, floors, ceilings, or playground.
- The hirer must satisfy him(her)self that all premises furniture, fixtures and fittings are fit for purpose.
- The hirer undertakes to indemnify the school fully against any damage or loss incurred to the premises or any item of furniture, fixtures or fittings. The hirer shall make good any damage to school premises or property, caused directly as a consequence of the hire.
- The hirer shall not infringe any copyright and shall undertake to indemnify the school against all proceedings, actions, claims, and demands which may be made or taken against the school for alleged or actual infringement of copyright.
- Smoking on any part of the school premises is prohibited by law.
- The hirer shall familiarise themselves with the location of fire exits, fire fighting equipment and evacuation procedures.

Contravention of any of the above terms will be investigated by the Headteacher and/or the Governors, and may lead to permanent termination of the current or future hire agreements.

All decisions taken by the Headteacher and the Chair/vice Chair are final.

Headteacher's signature:

Adoption date: June 2013

Chair of Governors signature:

Review date: June 2014