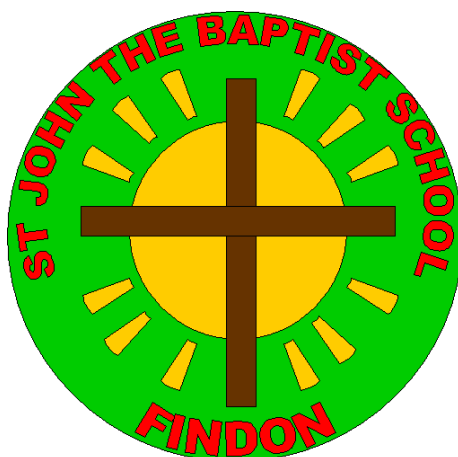


**ST JOHN THE BAPTIST C OF E
PRIMARY SCHOOL
FINDON**

**CHARGING AND HIRE OF
SCHOOL PREMISES POLICY**



Reviewed:	January 2025
Next Review:	January 2026
Responsibility:	Finance & Staffing Committee
Category:	LA/SCH

INTRODUCTION

The Governing Body is responsible for setting the charges for letting our school out to external hirers. The Governing Body recognises the role of the school within the community and welcomes the use of the School's premises for a variety of community and leisure purposes and in particular for outside providers to organise clubs for the children at the school. Use of the school premises on behalf of the school (e.g. the PTA) are not subject to the charging elements of this policy. The Headteacher has discretion over which organisations may hire the school premises.

When setting the charges for any letting the guidelines issued by West Sussex County Council (WSCC) will be taken into account. The current charges as agreed by the Governing Body as at 3.7.2019

ROOM	CHARGE PER HOUR
Classroom	£ 8.00 per session
Hall	£18.00 per session
Hall – after 6pm	£20.00 per session
Field	£15.00 per session

Hirers will need to ensure that they have £10M Public Liability Insurance, and provide a copy of this insurance to the school office before the club commences. If the Hirer does not have £10M Public Liability Insurance then the School can arrange insurance. Hirers will however, be charged the Hirers' Insurance Premium of 9% of the normal basic hire charge, plus 12% (Sept 2018) Insurance Premium Tax (IPT) if they do not hold £10M Public Liability Insurance.

Hirers must be given, agree and sign the "Conditions of Hire of School Premises" form before the first hiring date commences.

Hirers will be invoiced in advance of the hire dates.

Payment terms will be 14 days of invoice (except where prior agreement has been sought from the Headteacher). Should the Hirer cancel a session for any reason, no refund will be given. Refunds or credits will only be given by the school if the school cancels a session for the following reasons:-

- (a) Unplanned School Closure, eg. bad weather, industrial action
- (b) School Hall, Classroom or School Field being used by school for another event which was previously not notified to outside provider at the time of booking

The following information about our school is important, please read it carefully and contact us should you have any queries:

Fire Safety

The hirer should familiarise themselves and the users of the premises with the fire alarm positions, the locations of the fire fighting equipment and the school's exit routes.

For your own safety it is important to go through this on site and we ask you to contact the school prior to the start of the lettings period to arrange a mutually convenient date.

First Aid

The hirer will ensure the provision of a suitable first aid kit and the administration of first aid for the duration of the hire.

Safeguarding and Child Protection

St John the Baptist CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. It is expected that the hirer will ensure that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned. This includes having in place appropriate policies and procedures in regard to most recent Prevent and Safeguarding regulations. The school may request to see copies of DBS checks and references.

Hirers must also provide evidence of DBS checks and photo ID for all instructors/tutors/helpers to the school office prior to running the club so that the details can be added to the schools' Single Central Record. The Hirer must notify the Headteacher of any disclosures contained on a DBS certificate before allowing the instructor/tutor/helper to work with the children. If, at any point during the hiring period, the Hirer becomes aware of a Child Protection issue involving any of their instructors/tutors/helpers, they must notify the Headteacher immediately. The Headteacher will then have the final decision as to whether that person can continue running/helping at that club. It is, therefore, expected that Hirers adopt their own policy for dealing with Child Protection issues involving their staff or volunteers.

Use of Equipment

The hire area does not include the use of any equipment except where specifically agreed and subject to any fees deemed appropriate by the Governors. School furniture (other than chairs for use in halls) shall not be moved except by arrangement. The Hirer must do everything reasonable to avoid loss, damage or breakage to the school's property whilst the school's premises are under the Hirer's control. Any loss, damage or breakage must be reported as soon as practicable to the Headteacher. The Governors will be entitled to charge the Hirer for any such loss, damage or breakage on terms to be approved by the school.

Parking

The parking of vehicles on the school's property shall/shall not be permitted in approved areas only on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the school's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the school's premises.

Use of Playing Fields

Any hiring of a playing field may be cancelled without notice if weather conditions or the state of the ground make it likely that unreasonable damage may result from use. Suitable footwear must be worn.

Use of School premises

The agreement is for the areas specified on the WSCC lettings form only. All other areas of the school are deemed to be excluded from this agreement.