

Premises Hire Policy

RIDGEWOOD HIGH SCHOOL



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CONTENTS

1. Aims and scope	3
2. Areas available for hire	3
3. Charging rates	4
4. Application process.....	4
5. Terms and conditions of hire.....	5
6. Safeguarding.....	7
7. Monitoring arrangements	7
Appendix 1: Hire request form	8
Appendix 2: Emergency Evacuation Procedures.....	Error! Bookmark not defined.
Appendix 3: Declaration Slip	11
Appendix 4: Safeguarding Form	12

1. Aims and scope

We aim to:

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

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Sports hall
- School Hall
- Classrooms
- Playing fields

2.2 Charging rates

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

AREA	HIRE TYPE	COST
Sports hall	Weekday (term time only)	£25.00 per hour
School Hall	Weekday (term time only)	£20.00 per hour
Classrooms	Weekday (term time only)	£18.00 per hour
Playing fields	Weekday (term time only)	£16.00 per hour
Playing Fields	Weekend Hire (By arrangement only)	£POA
Hire of Facilities during holiday periods	By special arrangement with the school and/or LGB approval	£POA

3. Charging rates and principles

3.1 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.

3.2 Cancellations

We reserve the right to cancel any agreed hiring and as much notice as possible will be given.

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 7 days' notice. If less notice than this is given, the licensee may not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the Business Manager and will be fed into the school'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 school. Whilst every attempt will be made to make the requested facilities available on the dates required, it must be recognised that circumstances may arise which could necessitate the use of the accommodation by the school. In such circumstances alternative times and dates may be offered in lieu. The school reserves the right to vary the conditions of the hire. Approval of the request will be determined by the School Business Manager and or Headteacher

If the hire 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. The Finance Office will arrange to issue an invoice for one month's month in advance which is to be paid via a direct bank payment (details of the school's bank account will be on the sales invoice). Please note we are a cashless school and do not except cash or cheques. Details of the school's Emergency Evacuation procedures can be found in Appendix 2. The hirer will also need to provide proof of its public liability insurance cover to a limit of indemnity of at least £2,000,000.00 and must forward a valid copy with their application.

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.

5. 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 their clubs health and safety during their hire period 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 school and, where requested by the school, shall provide a copy of the relevant insurance certificate with their application form/and or before the start date of the hire.
10. The school has a responsibility under the health & Safety at Work Act to establish that any equipment brought onto the school site is safe for use. It is essential that electrical equipment is tested periodically by an approved electrical contractor. Confirmation is required before a letting is approved that any equipment to be used is tested and safe, and a copy of the PAT Testing Certificate must be made available.
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 made by the school will be refunded or offset against future hire dates.
15. Any cancellations made by the hirer received with less than 7 days' notice may 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. Details are provided at the end of this document
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 leave the facilities clean and tidy and report any spillages or damage to the member of the site team on duty before the end of their hire.
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 will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
22. 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 hire agreement.
25. This hire agreement 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.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. We identify risk and work with local partners to prevent radicalisation and terrorism. We will not hire or let the school to any party, individual or group that we feel would be in conflict with our duty under the Prevent Strategy.

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. Please provide details of any DBS certificates along with the application form.

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 the member of the site team on duty who will direct the concern to the Designated Safeguarding Lead in School 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).

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 school's governing body.

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, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact the School's Business Manager

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(s) and time of 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 be able to provide this)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

Appendix 1: Hire request form Continued

PROOF OF ADDRESS MUST BE PROVIDED, REGARDLESS OF WHETHER YOU ARE A NEW OR AN EXISTING HIRER (This may be in the form of a driving license, or utility bill dated within the last three months - photocopies accepted)

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 finance@ridgewood.dudley.sch.uk or to the school office at Ridgewood High School, Park Road West, Wollaston, Stourbridge, West Midlands, DY8 3NQ.

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: Emergency Evacuation Procedure

Emergency Evacuation Procedure

1. If you discover a fire

- 1.1. Find the nearest fire alarm, break the glass and press the button
- 1.2. Please note a member of the Site Team immediately

2. When hearing the Emergency Bell (continuous ringing)

- 2.1. **ALL** Hirers will assist in the evacuation of **all** attendees from the building via the nearest exit/fire exit and **ensure that all rooms in the vicinity are evacuated**. Coats and bags should be taken where possible.
- 2.2. Hirers and attendees should assemble on the School Playing Fields
- 2.3. Hirers will conduct a roll-call of their attendees and report any missing to the Site Team/Fire Officer.
- 2.4. Hirers will not re-enter the premises until the Site Team/Fire Officer have given the all clear to do so.

Appendix 3: Declaration Slip

Name of organisation	
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I can confirm, that the above organisation holds public liability insurance cover to a limit of indemnity of at least £2,000,000.00 and attach a valid copy as proof.

Name of insurer	
Indemnity limit	£
Your name	
Signature	
Date	

TO BE COMPLETED ONLY IF PORTABLE ELECTRICAL EQUIPMENT IS TO BE USED

Ridgewood High School, has a responsibility under the health & Safety at Work Act to establish that any equipment brought onto the school site is safe for use. It is essential that electrical equipment is tested periodically by an approved electrical contractor. Confirmation is required before a letting is approved that any equipment to be used is tested and safe, and a copy of the PAT Testing Certificate must be made available.

Name of insurer	
Date of Certificate	
Items PAT Tested	
Signature	
Date	

Appendix 4 : Safeguarding Form

Ridgewood High School is committed to the safeguarding of its students. This is extended to activities any young person may attend outside of school on the school premises. We therefore request that hirers operating any activity which involves a young person under the age of 18 or a vulnerable adult under the age of 25 provide the following information before the hire is agreed.

Named safeguarding person for the organisation	
DBS live	Yes / No
DBS number	
Does your organisation have a safeguarding policy?	Yes / No
If Yes, what date was it last reviewed	

Please list all members of your organisation who will be on the school’s premises

Members Name	DBS Number	Qualifications relevant to activity.

I confirm that my organisation members have read Ridgewood High School Safeguarding policy online. <https://www.ridgewood.dudley.sch.uk/safeguarding>

I confirm that I have seen evidence of DBS and Qualifications held by the above members

I confirm the information provided is correct to the best of my knowledge.