

Lettings & External Events Hire Policy

Finchale Primary School



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1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, for the benefit of the wider community
- 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:

- School hall
- Canterbury Rooms (including kitchen)
- Playing fields including Multi-Use Games Arena (MUGA), running track and outdoor classroom / gazebo
- Memorial Garden

2.2 Capacity and charging rates

The ability of the school to open for lettings will be dependent upon staff availability and will be determined on the basis of each individual application.

On Saturdays, Sundays and during school holidays, there is a minimum requirement of 3 hours, which includes both the setting up and tidying up process.

All charges are inclusive of site staff wages, facilities cleaning, utilities and maintenance. As per the terms and conditions, hirers are responsible for the tidying, wiping down and sweeping of the areas used.

The maximum capacity and rates for hiring each area can be found on the following page.



Lettings Charging Rates, 2025-2026

AREA	CAPACITY	COST	FACILITIES INCLUDED
School Hall	200 (depending on the nature of the activity and levels of adult supervision)	*£40 per hour *£100 for 3 hours and £10 for each hour after *Additional £20 for setting up of tables / chairs	- Laptop - Projector and screen - Use of KS2 toilets
Canterbury Rooms	50	*£40 per hour *£100 for 3 hours and £10 for each hour after	- Kitchen - Laptop - Television screen - Use of KS2 toilets
Playing Fields (inc. MUGA, running track and gazebo / outdoor classroom)	250 (depending on the nature of the activity and levels of adult supervision)	*£40 per hour *£100 for 3 hours and £10 for each hour after	- Lower yard - Upper yard - Sensory garden - Running track - Field area - Gazebo / Outdoor Classroom - Use of KS2 toilets
Memorial Garden	Approx. 50 (depending on the nature of the activity)	*£20 per hour	- Garden area only

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in section 2.2, 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 with a minimum of 48 hours' notice. We reserve the right to cancel any booking without notice if it does not meet the terms and conditions of a letting.

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 48 hours' notice. Where notification is given to the school with a minimum of 48 hours' notice, the hiring charge will be refunded in full with the exception of a £10 administration fee. 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 Headteacher and Governing Body 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 office. Approval of the request will be determined by the 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 will request payment 7 days prior to the booking. We will also send 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.

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 agreement

4. The hirer shall not sub-licence any of the premises under the agreement
5. The hirer shall not use the premises for any purpose other than that agreed upon in the agreement 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 agreement
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. In the case of regular lets, the school reserves the right to cancel or change a booking due to school open evenings, performances and essential works. Where possible, a minimum of four weeks' notice of cancellation will be provided. If the school cancels a booking, there will be no charge for the cancelled session.
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 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 license.
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 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 agreement 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 agreement 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 agreement.
13. Any cancellations by the school made with at least 48 hours' notice will be refunded.
14. Any cancellations by the hirer received with less than 48 hours' 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 is responsible for ensuring the safety and cleaning of any equipment that they bring onto the premises and ensuring that the premises are left as clean as found on entry, after use.
18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
19. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the agreement and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the agreement or otherwise.
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
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 agreement.
25. This 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 agreement
27. Loss or damage to any personal property is not the responsibility of Finchale Primary School. Any damage to school property must be reported. Please note that there will be a charge for any damage caused and extra cleaning or caretaking time that is needed if the area has not been left in the condition it was found.
28. Please leave the room or area of the school in the state that you find it. Furniture may be moved around, but please return furniture to its original place. Please ensure that all rubbish is placed in bin bags, which should be tied tightly and left outside in the bins in the car park. If the bins are full please make your own arrangements for its disposal.
29. Please do not use anything to affix items to walls that may mark the walls. If you are putting up decorations, please use white-tac.
30. Candles may not be used for health and safety reasons.
31. Children must be supervised at all times with a suitable adult to child ratio.
32. Only rooms and equipment that have been booked can be used.
33. Smoking and alcohol consumption is prohibited on all of the premises, including the outside areas.

6. Safeguarding

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 the Headteacher / Designated Safeguarding Lead, or one of the Deputy Designated Safeguarding Leads in their absence, 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 full governing board.

Appendix 1: Hire request form



Hire Request Form

Thank you for considering the hire of Finchale Primary School. By signing this request form you agree to the terms and conditions outlined in the Finchale Premises Hire Policy document. 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 the policy. If you have any questions, please contact Julieann Sludden (Office 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 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 on a Saturday, 10 weeks, 9am-12 noon)	
Number of expected participants in the activity (please specify number of children and adults)	

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	

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 finchale@durhamlearning.net or to the school office at Canterbury Road, Durham DH1 5XT. 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.

To be completed by the school in conversation with the hirer:

Areas of use agreed:		
School equipment agreed for use:		
Total cost of hire:		
Method of payment:		
Opening up time:		
Event time:		
Cleaning up time:		
Locking up time:		

Appendix 2: Confirmation of agreement template letter

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is available on the date(s) and time(s) of your request and we'd be happy to agree non-exclusive use of the area for the purpose set out in your request form, subject to the [enclosed terms and conditions/terms and conditions already provided to you].

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'll also require you to submit to us:

- Proof of your public liability insurance
- Specify any other documents you'll require when someone hires the premises

We've attached the following documents:

- Details of emergency evacuation procedures in the event of a fire/similar emergency
- Specify any other documents you'll want to make sure the hirer is familiar with (e.g. health and safety policy)

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

You can contact Julieann Sludden (Office Manager) with any questions about hiring the premises.

You may wish to have an additional 'out of hours' contact/contact details for when the hire is happening if the person is hiring the premises outside of school hours, unless you plan to have a member of staff on site to provide support with any issues.

Kind regards,

[Staff Member]

Appendix 3: Safeguarding Checklist

In order for the school and its Governors to be certain that the appropriate safeguarding procedures are in place for any activities that take place on site that are not run by the school staff, it is necessary that the person(s) using the premises provide evidence of every item in the checklist below.

This evidence will be checked by the Headteacher before any such activity can proceed.

Long-term lettings will need to provide updated evidence each year at the start of the new academic year.

CHECKLIST OF MAIN SAFEGUARDS TO HAVE IN PLACE:

DOES YOUR GROUP HAVE?	YES	NO	ACTION NEEDED & WHEN
A child protection policy and a procedure for what to do if there are concerns about a child's welfare			
A certificate proving that at least one member of staff has received Safeguarding training			
A rigorous recruitment and selection process for paid staff and volunteers that work with children			
A written code of behavior which outlines good practice when working with children			
A training plan and regular opportunities for all those with contact with children to learn about child protection			
A whistle blowing policy – an open and well-publicised way for adults and young people to voice any concerns about abusive or unethical behaviour			
Information for young people and parents/carers about the child protection policy and where to go for help			
A certificate proving that at least one adult present has an OFSTED recognised 'Paediatric First Aid' qualification if the letting involves persons under the age of 11 being on site.			
Guidance on internet use : new technology safety, guidance on use of photographs, video, digital equipment and websites, including chat rooms			
Policies on bullying and processes for dealing with complaints and taking disciplinary action where necessary			

Name (please print)Signature Date.....

Headteacher SignatureDate

Appendix 4: Responsibilities and information for community groups and outside providers

1. Induction

The school will provide an induction, which will include a tour of the school. This document supports the induction and provides details of the arrangements in place for the building and your responsibilities. You are responsible for ensuring your staff are inducted and are made aware of the arrangements.

2. Accident Reporting

If a member of your staff, a service user or visitor has an accident whilst on school premises and the cause of the accident is in connection with any equipment provided by the school or is as a result of the environment, e.g. slipped on wet floor, damaged floor, etc., you must report this to the Headteacher or Site Manager as soon as possible, so that an accident form can be completed.

The Headteacher will carry out an accident investigation and (where necessary) remedial action will be taken to prevent a recurrence. The details of the accident may also be passed to the Council's Health and Safety Unit for information, in line with the Council's accident reporting procedure. Any records will be kept in line with the Data Protection Act.

3. Fire Safety and Evacuation Procedure

The school will inform you of the fire arrangements for the building and will provide you with a copy of the fire evacuation procedure.

You are responsible for:

- informing your staff, service users (including children where relevant) and visitors of the fire arrangements, and for ensuring their safe evacuation;
- (where required) for ensuring a personal emergency evacuation plan (PEEP) is drawn up for any staff or service users with a disability or special need who may require assistance to escape in the event of a fire and for ensuring this is tested in the course of fire drills. NB if the individual is already a child at the school, the school will already have one in place which can be used or adapted if necessary.

4. First Aid

You are responsible for providing first aid arrangements (including sufficient trained first aiders) and first aid equipment.

5. Fault Reporting

You must report any faults or defects relating to the premises or school's equipment, e.g. faulty doors, windows, toilets etc to the Site Manager / school.

6. Welfare Arrangements and General Housekeeping

The school will provide you with details of the location of toilets, drinking facilities etc.

You are responsible for ensuring:

- you inform your staff, service users and visitors of the welfare arrangements and of the school's No Smoking Policy;
- kitchen and food areas are cleaned and wiped down after use;
- any spillages are cleaned up immediately;
- rooms are left clean and tidy, and any furniture stored in its original location at the end of each session;
- all lights are turned off, doors and windows are closed and locked.

7. Risk Assessments

You are responsible for ensuring risk assessments are carried out of your activities, and for providing the school with any relevant information, that may affect the activities carried out on school premises or for other users of the building.

The school will provide details of any risk assessments which may be relevant to you.

8. Equipment

If it is agreed you can use any of the school's equipment then you must ensure that your staff receive any relevant training or instruction in its safe use. Any devices that are in place to ensure the safety of persons, e.g. guards, should not be tampered with or removed.

9. Keyholding

Keyholding will not be allowed unless in exceptional circumstances at the discretion of the school. If keyholding is allowed, then the following information will apply.

As a keyholder, you will be responsible for:

- collecting and returning the key at the appointed times agreed with the school;
- opening the building, closing it and ensuring the security alarm is activated.

You must not pass the key to another person unless by agreement with the school. Keyholders and groups must keep to their regular day and times as agreed with the school. Any changes to these times must first be discussed and agreed with the premises manager.

10. Emergency Contact

E-mail- finchale@durhamlearning.net

Phone- 0191 386 5187

Other arrangements included within email- e.g. door codes.

Name (please print)Signature

Date.....

Headteacher Signature

Date