

HIRE OF PREMISES POLICY

JULY 2024

GRESHAM PRIMARY SCHOOL

POLICY FOR HIRE OF PREMISES

SCALE OF CHARGES

The current scale of charges is shown below. The charges for accommodation include the provision of normal lighting, cleaning and the use of such seating as may be already in the rooms.

HIRE OF SCHOOL PREMISES – CHARGES with effect from 1st September 2024

| | Per hour charge – minimum hire of 2 hours Monday – Saturday | Per hour charge – minimum hire of 2 hours Sunday | All day charge – up to 6 hours Monday - Friday | All day charge – up to 6 hours Saturday & Sunday | Per pupil charge per week or per session. |
|--|--|---|---|---|---|
| Hall with use of toilets | £45 | £55 | £160 | £175 | N/A |
| Field and playground area with use of toilets | £45 | £55 | £160 | £175 | N/A |
| Extra curricula clubs run by external providers (during or after school) | N/A | N/A | N/A | N/A | £1.75 |

Hire is per full hour or 6 hour day, or part thereof, except by prior agreement with the Headteacher.

Hirers are advised that HEATING will only be provided on payment of the pre-arranged hire charge to include provision of heating.

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CONDITION AND REGULATIONS FOR HIRING PREMISES

1. Enquiries for premises shall be made to the Headteacher and applicants are advised to make arrangements to view the school to ascertain the suitability of the premises for the purpose of hire.
2. The school reserves the right to limit the number of people admitted to the premises depending on the type and size of accommodation hired.
3. Hirers should state the number of chairs required (may be subject to availability of suitable size furniture).
4. If the use of a piano is required, this fact must be stated on the application form and will be at the discretion of the school. Pianos are not to be moved.
5. Special subject, teachers' rooms, staff rooms and offices are not available for hire.
6. The school may cancel the hiring as respects any period of hire in the event of the premises being required for educational or maintenance purposes.
7. The premises will not normally be available for hire on Bank Holidays.
8. All applications for hiring must be made on the form supplied. No use of the premises by the hirer shall commence until permission authorising use has been issued. Permission to use the premises is personal to the hirer who may not, therefore, assign it or sub-let the use of premises. The hiring charge shall be paid in advance.
9. A hiring shall be for a minimum of two hours although additional hours may be permitted on payment.
10. All hiring is subject to the hirer or the authorised representative occupying and vacating the premises at the stated times. In the event of the hirer not arriving within half an hour of the commencing time, the school will be secured and the letting considered to be cancelled. In this event, no money will be refunded. In the case of youth organisations, a responsible adult must be in charge for the period of the hire. If the hiring finishes earlier than the time stated, a responsible person must remain on the premises until the Caretaker arrives to lock the school. It will be necessary for the hirer to sign the Caretaker's letting sheet to confirm that the hiring has been completed within the terms of the agreement.
11. No smoking or gambling will be permitted.
12. Nails, tacks, screws, etc. shall not be driven into any part of the walls, floors, ceilings or fittings and no preparation shall be used on the floor. No alteration or addition to

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the electrical installation shall be made and no equipment or apparatus is to be connected to it.

13. No desks or fixed furniture in any room shall be disturbed or moved nor shall any furniture or apparatus be introduced without written permission of the school.
14. No furniture, instruments or equipment belonging to the hirer may be left or stored on the premises.
15. Notices must not be exhibited on any part of the premises.
16. Use of the premises will not be granted for the following activities and any hiring is subject to the condition that the premises will not be used for such activities:
 - (a) On Sundays, any use except for religious purposes or such other specially approved activities. NB the use of playing fields may be permitted in certain circumstances.
 - (b) For political purposes or the teaching of party politics.
 - (c) Showing of films for public exhibition.
 - (d) The supply, or offering to supply, any items of an offensive or indecent nature, or any firearms, ammunition, or replicas of such items.
 - (e) For a firework display, unless the person responsible is in possession of the Council's "Guide to Organising a Safe Firework Display". (Copies available from Environmental Health and Trading Standards Department, Bernard Weatherill House.)
17. The hirer shall obtain Public Liability Insurance cover for the planned event with a minimum of £1,000,000 (for a non-hazardous occupation) indemnity. The school cannot accept liability for any claim which may arise if the hirer fails to provide proof of cover.
18. The hirers shall undertake to see that the premises are used in an orderly way and for the purposes only for which they are expressly hired. They shall reimburse the school the cost of making good any damage to school property arising from the hiring, however caused.
19. In addition to the specified scale of charges, the school may, particularly in the case of kitchen hire, require a deposit to be paid to secure the reparation of any damage which may be occasioned. Such deposits shall be returned to the hirer following the letting less any amount the school may deduct for repairing damage caused.
20. The school does not undertake any responsibility for the loss or damage to any goods or effects belonging to the hirer and/or members of the organisation, associations or clubs, or to any person present, whether by fire or other reason, nor for any injury to any person or persons attending the premises from whatever cause, (except in the case of such injury, the negligence of the school) neither will the school accept any responsibility for any breakdown, leakage, fire or accident rendering necessary any closure of the premises nor any interruption of the hiring or any repairs or renewals consequent on any such breakdown, leakage, fire or accident.

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21. The person or persons hiring the premises for the purpose of an entertainment for children or any entertainment to which children will be admitted, shall accept full responsibility for the arrangements made, under the provisions of Section 12 of the Children and Young Persons Act 1933 or any statutory re-enactment thereof. Section 12 states:
“Where there is provided in any building an entertainment for children, or an entertainment for children at which the majority of the persons attending are children, then, if the number of children exceeds one hundred, it shall be the duty of the person providing the entertainment to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building, or any part thereof, than the building or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to take all reasonable precautions for the safety of the children.”
22. The premises are not licensed for public entertainment and the collection of money for admission cannot be permitted. The entertainments that are permitted in the premises under the terms of the hiring cannot therefore be advertised to the general public. All safety precautions must be observed at all times.
23. No intoxicants may be brought on to the premises without the authority of the Headteacher.
24. Hirers shall submit such returns as may be required by the Performing Rights Society Ltd. in respect of music performed **by any means**. Appropriate forms may be obtained from the Society.
25. The school reserves the right to refuse without explanation any application; and to cancel any hiring at any time without written notice. On the termination of the hiring under this condition, the school shall return to the hirer all or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination.
26. Failure to comply with these terms and conditions in any part may render the hirers ineligible for further hiring.
27. The school reserves the right of entry to the premises hired at all times of such officers as they deem necessary for the proper supervision of the premises.
28. No gratuity is to be paid to the Caretaker or cleaner who are the employees of the school.
29. The use of the premises for election meetings under the Representation of the People Act will only be granted when the necessary insurance cover (£1,000,000) has been obtained.

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30. The premises are not registered for the purposes of competitive bidding under Part VI of the Greater London Council (General Purposes) Act 1984. Accordingly, the hirer shall not use or permit the use of the premises for the sale of goods by way of competitive bidding within the meaning of that Act, unless
- (a) the goods sold or intended to be sold are not “prescribed articles” within the meaning of that Act, that is to say plate, plated articles, linen, china, glass, books, prints, furniture, jewellery, articles of household or personal or ornament, or any musical or scientific instrument or apparatus; or
 - (b) the sale is for the purpose of assisting funds of any voluntary organisation whose activities are not carried out for the profit and the whole, or substantially the whole, of the proceeds of the sale are devoted to the funds of the organisation.
31. The following items shall not be brought onto the premises in any circumstances:
- (a) Obscene articles. The terms “obscene” and “articles” shall bear the same definition as that contained in the Obscene Publications Acts 1959 and 1964. Any other items which the Headteacher may, from time to time, identify.
 - (b) Firearms or ammunition or imitation firearms or ammunition. The terms “firearms”, “ammunition”, and “imitation firearms” shall bear the same definition as those contained in the Firearms Act 1968 and 1982.
32. Any persons hiring the premises must be over 18 years, this also includes any assistant’s helping run clubs/tutor pupils.

Confirmation the Policy for Hire of Premises in respect of Gresham Primary School has been agreed, approved and ratified by the Governing Body:

Signed by:

Chair of Governors: Kim Durling

Date: 10/07/2024

Headteacher: Karen Steele

Date: 10/07/2024

Approved at the Governing Body Meeting on:

Date: 10/07/2024

Minute reference:

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Headteacher: Ms Karen Steele

APPENDIX 1

Agreement for Hire of school premises £1.75 per child

AGREEMENT FOR CLUB AT GRESHAM PRIMARY SCHOOL

The above club will run fromTo.....

Number of Children attending.....

I agree to pay Gresham Primary School £1.75 per child, per session for the duration of the course/term.

Signed

On behalf of

Date

School Representative:

Signed

Position Headteacher..... Date

.....

Invoice sent/receivedDate

By

Payment receivedDate

By

Headteacher: Ms Karen Steele

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APPENDIX 2

HIRE OF SCHOOL PREMISES AGREEMENT

HIRE OF SCHOOL PREMISES

(Applicants should complete and return this form and retain the attached list of Conditions and Regulations)

Applications should be submitted to the Headteacher, Gresham Primary School at least three months before the premises are required.

I, the undersigned, desire to hire accommodation as follows on the date specified.

Date(s) required

Exact time required:

From am/pm To am/pm

Description of accommodation and facilities required (outdoor and indoor)

.....
.....
.....

Will a charge be made for admission? If so, how much?

.....

Purpose for which accommodation/facilities required

.....

Anticipated attendance

(In the case of social activities, please give a brief description of proposed event)

Name of organisation or society under whose auspices the function is arranged

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I AGREE TO ACCEPT RESPONSIBILITY FOR THE ARRANGEMENT OF THE ABOVE NAMED
FUNCTION AND HAVE READ AND UNDERTAKE TO OBSERVE THE ATTACHED CONDITIONS
AND REGULATIONS OF HIRE.

Mr/Mrs/Miss/Ms
(Full name in block capitals please)

Position held in organisation

Address

.....

Daytime telephone no.

Signature

Date

Payment must be made when booking accommodation.

Please make cheques payable to Gresham Primary School
or pay by BACS Payment
Gresham Primary School
Sort Code 56-00-46 Account No. 58783474

For Office Use Only

Date Form Received

Receipt No.

Date Issued

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Headteacher: Ms Karen Steele

APPENDIX 3

TERMS AND CONDITIONS FOR RUNNING AFTERSCHOOL CLUBS AND OTHER ACTIVITIES AT GRESHAM PRIMARY SCHOOL

TERMS AND CONDITIONS FOR RUNNING AFTERSCHOOL CLUBS AND OTHER ACTIVITIES AT GRESHAM PRIMARY SCHOOL

Where clubs and activities are run at Gresham Primary School by anyone not directly employed by school and where the organiser makes a charge for attendance, the Governing Body have set the following terms and conditions:

- An agreement will be made between the Headteacher and the organiser of the club or activity
- A charge will be made for the use of the premises. The charge will be decided before the start of the club or activity and could be fixed charge for hire of specific areas of school, or a charge per child, per week for each club of activity
- Where payments are made to the organiser of the club or activity the school will invoice the organiser
- Where payments are made to school the organiser will invoice school
- Organisers must complete a register of children attending and must let the school office have a list on the first day of club or activity
- Administrative officers will check registers on a daily basis to mark in where children are absent from school, or where parents have informed school that their child will not be attending a club or activity
- Organisers agree to take the register at the beginning of each session, and must let the office know immediately if a child is missing
- Organisers are responsible for seeing children off at the end of sessions and must ensure that they stay until all children are collected
- Organisers must ensure that they know whether children are to be collected from school after the club or activity, or will walk home alone
- Organisers must inform a member of the office staff of dates and times for the club or activity, and give notice (if possible) of dates when the club or activity will not run

Please sign and return agreement slip attached.

Ms Karen Steele
Headteacher

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CLUBS AND ACTIVITIES RUN BY NON-STAFF TERMS AND CONDITIONS

I/We agree to the above policy and terms of conditions for running a club or activity at Gresham Primary School.

Signed.....

Date.....

Print Name

Name of Club

Club or Activity

Day club run/Activity

Time