



EFSTPT Premises Hire Policy

Policy Owner	Operations Manager
Senior Policy Owner	CFO
Document Created	July 2024
Ratified by the Board of Trustees on	15th July 2024
Signed by the Chair of Trustees	
This Policy will be reviewed by the Trust every 3 years. Next review date:	July 2027

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, within current legislation and following government guidelines

2. AREAS AVAILABLE FOR HIRE

2.1 Available areas

The school will permit the hire of the following areas:

- Sports or dining halls
- Swimming pool
- Classrooms
- Playing fields

2.2 Capacity and charging rates

All capacity numbers below will be subject to appropriate guidance for the activity that is taking place.

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

Area	Capacity	Cost
Sports hall		
Dining Hall		
Classrooms		
Playing fields		

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 with a minimum of 28 days notice, with the exception of cancellations related to coronavirus in which case the school will endeavour to provide as much notice as possible.

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 28 days notice, with the exception of cancellations related to coronavirus in which case the Hirer must provide as much notice as possible and no less than 24 hours.

3.3 Review

The revenue raised from hiring out will be reviewed by the School 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 contact the school office, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and submit the request form. The School Business Manager will receive the completed form and will approve or deny the request.

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 also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their 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, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

5. CONFIRMING HIRE AND COLLATING DOCUMENTS

If the hire request is approved, the School Business Manager will inform the hirer and will share the following documents with them:

- [Terms and Conditions of Hire](#)
- [Safeguarding / Child Protection Declaration](#)
- [Child Protection Policy](#)

6. SAFEGUARDING

The school is dedicated to ensuring the safeguarding of its pupils at all times.

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 extracurricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

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.