Lettings Policy

FOREST VIEW SCHOOL

Policy name	Lettings Policy
Version date	September 2025
Owner	BL
Approval date	September 2025
Approver	Local Governing Board
Review frequency	Tri-Annually
Review date	September 2028

The Governing Body is keen to see that the premises at our school are used for the benefit of the whole local community. The education of children is the prime purpose of our school, however we believe education is a lifelong process which should be open and accessible to all. This policy outlines the facilities available, the charges and the responsibilities of the Governors and the users when the school premises are hired.

Who is this policy for?

This policy is a point of reference for the Governing body, hirers and all those members of the community seeking to hire the facilities.

Facilities Available

The premises may be hired for meetings, training, private activities, events and educational purposes at the discretion of the governing body. The premises available for hire will usually be hall, Meeting Room and toilets. Special approval would need to be given for the use of the ICT suite, classrooms or other designated areas of the school.

Charges

The hiring fees for use of the Meeting Room facilities specified above:

£35.00 for the first 2 hours then £10.00 for each subsequent hour and part thereof.

The hiring fees for use of the ICT Suite facilities specified above:

£35.00 for the first 2 hours then £10.00 for each subsequent hour and part thereof.

The hiring fees for use of the School Cookery Room facilities specified above:

£40 for the first 2 hours then £15 for each subsequent hour and part thereof. (A cleaning charge may apply if cookers and equipment have been used and not cleaned to a satisfactory standard).

The hiring fees for the use of other designated areas of the school will be specified on a let by let basis and these will be notified to the hirer prior to the start of the letting period.

The hiring fees for use of the School Hall facilities specified above:

£30.00 per hour.

If the hirer does not have insurance or adequate insurance they may purchase insurance from the school at a cost of 20% of the total hiring fees and in addition to this are subject to an excess charge of £100.00 in the event that a claim is made.

Lunch

£7.50 per person

Tea and Coffee

£2.50 per person

This will include time allowed for setting up and clearing away agreed on an individual basis. Some hirers may be exempt from hiring charges at the discretion of the Headteacher on behalf of the facilities committee.

Application for hire

The responsibility for the approval and administration of the hiring of school premises belongs to the facilities Committee of the Governing Body on behalf of the full Governing Body. Initial enquiries will be dealt with by the School Business Manager and then passed to the Headteacher on behalf of the Premises Committee. A lettings hire form will be sent in duplicate, one copy to be kept by the hirer and one returned to the school. An invoice will be raised. The revenue received from the letting will be paid into the School Budget to cover heating, lighting and any other incidental costs.

Conditions of use

All hirers including continual long term lettings must adhere to the Hiring Agreement, which must be signed before the premises can be used; and in the case of long term lettings must be renewed every twelve months. See appendix A.

Any hirer who is hiring rooms to use with children must provide a safeguarding statement that details their safeguarding procedures and practices. Evidence that adults supervising the children have adequate DBS certificates should also be provided prior to the letting.

All hirers must provide a first aid statement that details their first aid procedures and practices. Evidence that at least one adult present for the duration of the letting has an appropriate first aid certificate should also be provided prior to the letting.

Appendix A

HIRING AGREEMENT FOR SCHOOL PREMISES

This agreement is made between Forest View Primary School, Latimer Road, Cinderford, Gloucestershire, GL14 2QA and the hirer below. The School agrees to the HIRER using the premises only as detailed as stated in this agreement.

Premises Required, State: **FIELD - MAIN SCHOOL HALL – ROOMS - OTHER**

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Dates and Times Required:

Start Date: …… End Date:……

Start Time: …… Finish Time: ……...

Cost of Hire ……

Purpose of Hire:

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Additional information:

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Number of persons the hirer expects to be using the premises during the period of hire:

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Details of Hirer / Organisation:
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Name of individual Hirer /Organisation or authorised representative (person responsible for payment):
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Contact Address:
……
……..
……Postcode:
…….....
Telephone
Number:……
……..
Email:……
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Is the Hirer intending to sell any foods, goods or refreshments at the Premises? YES/ NO
(If yes, please refer to the conditions of Hire)

Is the Hirer intending to sell intoxicating liquor or allow intoxicating liquor to be brought onto or consumed at the Premises? YES / NO (If yes, please refer to the conditions of Hire)

The Hirer will arrange for a Risk Assessment to cover the duration of hire and the Hirer will have their own Safeguarding policy.

Signature of Hirer / Authorised Representative of the Hirer:

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Name in full: …….. Date:
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Prospective Hirers are required to note the following:

1. The Hiring Agreement will apply to any hire arrangement agreed between the School and the Hirer.
2. If the application for hire is accepted by the School, the Hirer will be required to sign the Hire Agreement. Until the signed Hire Agreement is received by the School, together with any deposit or payment required, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the Premises without obligation to the Hirer, and accepts no

responsibility for any costs incurred by the Hirer in anticipation of the hiring proceeding. Following receipt of the signed Hire Agreement by the School, cancellation of the hiring shall be governed by the conditions in the Agreement.

3. Facilities at the School are normally available for the use of Hirers between the hours of 1800 hours and 2100 hours on weekdays and 0800 and 2000 hours at the weekend. In exceptional cases, and at an additional charge, these normal hours may be extended on application to the School.

4. Hirers are advised to read the Hiring Agreement before applying for hire of the Premises, to satisfy themselves that they can comply with the Conditions in the Hiring Agreement. Lose the keys, damage any locks etc will incur costs for replacement.

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For Completion by the School

The school business manager or the school's other authorised official confirms the booking and acknowledges receipt of the deposit of £……. (if required)

Signed:……. Date:
……

Name:……
Position:……..

YOUR DOCUMENTATION REQUIRED

Please enter the required details below. If additional persons, please list details on a separate sheet.

Disclosure and Barring Service (DBS)

Name on Document:
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…….

DBS Number:
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……..

Expiry Date: ……

Public Liability Insurance

Name of Insurer: ……..

Policy Number: …….
Expiry Date: …….

Person responsible for Safeguarding during time of hire:
Name:……
Mobile:……
Email:……..
Confirmation that you have a Safeguarding policy : YES/NO

First Aid
Name of First Aider: ……..…..
Mobile: …….
Email: ……

Public Entertainment Licence (if applicable):
Name:……..
Mobile:……
Email:……..
Licence Number:……...
Expiry Date:……..

Any additional information:
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The whole site is **NON-SMOKING**, **NO DOGS** on site without prior permission & you **MUST BOOK THE FACILITIES IN ADVANCE** AND NOT ON THE DAY. The site is non-staffed so there may be changes and no one officially works during the weekend bookings. We can & will charge for any extras or breaks in agreement.

HIRING AGREEMENT

1. Definitions and Interpretation

In these Conditions of Hire:

a) "Hirer" shall mean the person/organisation making the application for the hire of whole or part of the School Premises.

b) "Hiring Agreement" means the hiring agreement for the Premises which the Hirer will be required to sign.

c) "Period of Hire" means the dates and times as specified in the Hiring Agreement.

d) "Premises means the areas hired identified in the Hiring Agreement and any additional areas that the Hirer is permitted to use.

e) "Governing Body" mean the Governing Body of Dene Magna Secondary school and includes any person authorised by the Governing Body.

f) "School" means Dene Magna Secondary.

g) "School Representative" means the Head teacher of the School, or any person authorised by the Headteacher to act on his behalf concerning the Hiring Agreement.

2. Applications for Hire of the Premises

a) No person under the age of 18 years will be accepted as a Hirer.

b) Applications for hire of the premises must be made to a School Representative.

c) Applications for hire of the premises shall be treated equally, in line with the school's Equal Opportunities Policy.

d) The Governing Body shall have the right to refuse any application for use of the Premises. The Governing Body must be assured that the purpose of the premises hire will not result in controversy, disrepute, legal action or disorderly behaviours.

3. Facilities

a) The School will make available such chairs and tables as are referred to in the Hiring Agreement. It is the responsibility of the Hirer to ensure these are arranged to suit their needs and to return the original layout at the end of the period of hire.

b) Should the school be unable to offer the "Premises" that were booked, a suitable alternative will be offered where possible.

4. Hire Charges

a) Hire Charges for the Premises are as specified in the Hiring Agreement.

b) Where required by the Governing Body a 10% deposit must be paid and returned to the School Representative with the signed Hiring Agreement.

c) The Governing Body may, at its discretion request an additional sum to be deposited with the School as security for the Hirer complying with their obligations under the Hiring Agreement. Such sum will be refunded to the Hirer on expiration of the period of hire if all obligations have been complied with.
d) Payment for the hiring must be paid to the School before the hire commencing.
e) All charges are reviewed by the Governing Body at the beginning of the new financial year.

5. Cancellation by the Hirer

a) If the Hirer wishes to cancel the hiring in whole or in part, the Hirer must give written notice to that effect to the School Representative.
b) Charges per the following scale will be made for any cancellation:
• Between 2 months and not less than 4 weeks before the Period of Hire - deposit retained
• Less than 4 weeks before the Period of – hiring fee to be paid in full.

6. Cancellation by the School

a) The School may cancel this hiring up to 14 days before the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) if the Premises are required for use for School activities. In the event of such cancellation, the School will give to the Hirer the maximum practicable notice and refund and deposit paid, but shall not be otherwise liable to the Hirer.
b) The Governing Body will not accept responsibility for any loss, or other expenses, incurred by the Hirer, in the event of cancellation by the Governing Body.
c) The School may cancel this hiring at any time before or during the Hiring if:
• The Hirer fails to comply with any of the Hiring Agreement.
• Details of any particulars referred to in the Hiring Agreement have not been supplied as required, or if supplied, are not approved by the school. In the event of such a cancellation no refund of any deposit will be made to the Hirer and the School will not be liable by the Hirer in any respect.
If the school is closed due to poor weather conditions and a Hiring Agreement cannot take place, this will be published on the School's Website www.forestviewschool.org.uk

7. Use of the Premises

During the period of hire, the Hirer shall ensure that:
a) No part of the Premises is used for any purpose other than described in the Hiring Agreement
b) The Premises fittings, fixtures and furniture at the Premises are not subjected to undue wear and tear.
c) No part of the Premises is used for any unlawful purpose or in any unlawful way or in any way likely to invalidate any insurance.
d) No animal is brought into the Premises or allowed to enter the Premises without prior consent of the School (except Guide Dogs for the Visually Impaired or Hearing Dogs for the Hearing Impaired).
e) The Premises or any part of the Premises are not sub-hired.
f) The Hirer will restrict themselves and those involved with their activity/event to the areas hired and shall not enter other parts of the School (even in the advent of bad weather).
g) The Hirer will leave the premises in the same condition as at the beginning of the letting. If additional cleaning is required as a result of the Hirer's use of the premises, the School will invoice

the Hirer for all cleaning costs incurred. The Hirer will be required to pay the invoice within seven days.

8. Maximum Capacities

It is the Hirer's responsibility to ensure that maximum capacities, as stated by the School, for the Premises including (but not limited to) any supervisors, those participating in activities, parents and members of the public.

9. Supervision

a) During the period of the Hire, the Hirer is to be responsible for the effective supervision of those attending or present at the premises including:

- The effective control of children / all persons.
- The orderly and safe admission and departure of persons to and from the Premises.
- The safety of the Premises and the contents of the Premises.
- Supervision of car parking arrangements so as to avoid obstruction of the entrances and exits.

b) The Hirer shall use sufficient supervisors/assistants to maintain good order during the Hiring and expel any person acting in a disorderly manner, or disobeying School or Hirer instructions. In default, the School may expel such persons.

c) The Hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Premises and that no person shall trespass on parts of any School premises not included in the hiring agreement.

10. Safeguarding

The School is committed to safeguarding and promoting the welfare of children. The Hirer will ensure that all persons instructing or participating in events where young people under the age of 18 are present have current Enhanced Disclosure and Barring Service clearance. The school may postpone or cancel a booking, without prejudice and at no cost to the school, if an adult in charge of the booking does not produce the appropriate documentation.

a) The Hirer has their own Child Protection and Safeguarding policy that they strictly complies with the requirements set out in the "Keeping Children Safe in Education September 2024" guidance ("**KCSIE**"). Where services or activities are not under the direct supervision or management of the School, the Hirer will provide a written copy of its safeguarding policy to the School and ensure that it is implemented.
b) The School reserves the right at its discretion to require the removal of any staff, volunteer or security personnel of the Hirer from the Venue at any time.

10. Safety Requirements

During the Period of Hire, the Hirer shall ensure that: -

a) They have undertaken a risk assessment based on the Event's activities and to provide first aid supplies that relate to the risk assessment (no medical cover or equipment will be provided by the School), and put in place active arrangements to monitor whether the controls for managing risks are effective and working as planned.

b) To have an emergency plan in place to respond effectively to an emergency at the Venue. The Hirer is expected to take all reasonable steps to ensure that all persons using the Premises are also familiar with this procedure.

c) To have a fire safety and evacuation plan in place.
d) The Hirer shall ensure that one person in the Hirer's party has access to a mobile telephone so that in the event of an emergency, the school's representative and/ or the emergency services may be contacted.
e) No obstruction should be placed in gangways or exits, nor in front of emergency exits, and such exits must be available for free access at all times.
f) No performances or use takes place which could involve danger to the public.
g) For safety and fire prevention reasons, no garlands or decorations should be used other than those agreed in advance with the School, which must not be of a combustible nature.
h) No highly flammable substances are brought onto or used in any part of the Premises.
i) No smoke machines are allowed.
j) No additional heating appliances are to be brought into and used on the premises.

11. Lighting and Electrical Safety
During the Period of Hire, the Hirer shall ensure that:
a) No lighting, heating, power or other electrical fittings or appliances in the premises are altered, moved, or in any way interfered with.
b) No additional lights or extensions brought onto and used on the premises (without prior written permission of the school).

12. First Aid
The Hirer shall ensure that a person with appropriate First Aid skills is present at the Premises during the Period of Hire. The Hirer must ensure that a suitable first aid kit is provided for use by such person during the Period of Hire. In the event of First Aid being administered, a written report will be forwarded to the School. The report must contain the name, address, type of injury, first aid administered and the reason/ cause of the injury.

13. Alterations, Advertising and Care of Premises
If the Hirer is going to advertise the event in advance, the Hirer will submit to the School for approval, a draft of any poster or advert relating to the event and comply with all requirements that the school may reasonably impose concerning content /publication. It is the responsibility of the Hirer to ensure that the law is not broken.
a) The Hirer is to take good care of and not cause any damage to the Premises fittings/equipment. The Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone permitted by the Hirer to enter the Premises.
b) No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the Premises by the Hirer nor shall any placards or other articles be fixed to any part of the Premises.
c) No advertisements of any type are to be displayed inside or outside of the Premises by the Hirer without the prior approval of the School.
d) No alterations shall be made to the Premises by the Hirer, without the prior written approval of the School.
e) The Hall floors are used by children for Physical Education and no substance is to be applied to the floors by the Hirer to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn on the premises.

14. Food, Refreshments and the Sale of Goods

a) Food may not be consumed in without first obtaining the written consent of the School.

b) The Hirer may not sell any food, refreshments or goods without first obtaining the written consent of the School. The Hirer must, if selling food, refreshments or goods on the Premises, comply with all relevant legislation.

15. Prevention of Nuisance

a) The Hirer must ensure that any music played or provided at the Premises, or noise levels from functions or activities taking place on the Premises, do not cause a nuisance either within the School or to surrounding premises or any nearby residential accommodation.

b) The Hirer must ensure that cars belonging to those attending are not parked to obstruct the entrance to, or exits from, the School and must not obstruct or delay access to the School by emergency vehicles.

c) The Hirer must take all reasonable measures to ensure that cars belonging to those attending do not obstruct the public highway access to adjacent private property and also that undue noise is not caused on arrival or departure.

d) The Hirer shall comply with any requirement of the School with regard to parking of vehicles.

16. Statutory Requirements

a) The Hirer must not do or permit any act, matter or thing that would or might constitute a breach of any statutory requirement affecting the Premises.

b) The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority in its capacity as the Licensing Authority, or otherwise. Without prejudice to the generality of the above, this includes any conditions or regulations in connection with any event which includes public dancing or music or other similar public entertainment.

17. Equal Opportunities

The Hirer must not discriminate, or permit others acting on his behalf to discriminate, in any of its activities held in the Premises.

18. Copyright and other Licences and Permissions

a) In the use of the Premises the Hirer is not to infringe any copyright or allow any copyright to be infringed. It is the responsibility of the Hirer to obtain any consent in respect of copyright and to pay all such fees relating to the same.

b) The Hirer must give the School Representative at least 4 weeks' notice of a stage play production and the Hirer must obtain all licences required for the stage play production.

c) Any Hirer who uses recorded music in its activities or performs live music is responsible for checking whether a licence is required and if so, to obtain one.

d) The Hirer must obtain a public entertainment licence for any public music, singing and dancing.

e) The School reserves the right to request copies of any consents or licences required to comply with the above provisions.

19. Gambling

Nothing shall be done in the Premises or at the School by the Hirer in contravention of the law relating to betting, gambling and lotteries, and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.

20. Intoxicating Liquor

a) During the Period of Hire, the Hirer shall ensure that no intoxicating liquors are permitted to be bought, sold or consumed on any part of the Premises without the prior express permission in writing of the Governing Body.

b) No application shall be made by or on behalf of the Hirer seeking any licence or permission to sell intoxicating liquor without the prior express permission in writing of the Governing Body.

21. Smoking

The Hirer is advised that smoking is not permitted anywhere in school buildings or immediately outside the school buildings and shall ensure that his patrons comply with this requirement.

22. Hours of Use

The hiring does not entitle the Hirer to use or enter the Premises at any other time than the Period of Hire unless prior arrangement have been made and agreed with the School.

23. Storage

No goods or equipment shall be left at or stored on the Premises without the prior agreement in writing of the School.

24. Rights of Entry

Throughout the Period of Hire, the right of entry to the Premises is reserved to any duly authorised officers or employees of the School, their agents or contractors and any emergency service.

25. Expiration of Period of Hire

a) At the expiration of the Period of Hire, the Hirer shall ensure that those attending and present leave the Premises.

b) The Hirer must ensure that the Premises are left in a clean and orderly state, free of litter. All equipment of the Hirer must be removed. If the Hirer fails to do so, the School will be entitled to charge the Hirer for the costs of any necessary work required.

26. Injury to Persons and Damage to Property

a) The Governing Body will not be liable for the death or injury of a person attending the Premises for the hiring or any losses/claims/demands/actions/proceedings/damages/costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by this agreement except where such death or injury is due to the negligence of the Governing Body.

b) The Governing Body will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods, articles or property of any kind brought onto or left at the Premises either by the Hirer for his own purposes or by any other person.

c) The Governing Body will not be liable for any loss due to any flood, fire, act of God or other cause beyond the reasonable control of the Governing Body which may cause the Premises to be temporarily closed or the hiring to be interrupted or cancelled.

27. Insurance and Indemnity

a) **It is a requirement that all Hirers have up-to-date Public Liability Insurance with at least an indemnity of £5,000,000.00 against third-party risks including death or injury to any person or loss or damage to any property arising out of the use of the Premises by the Hirer.**

b) The Hirer will be required to produce the current insurance certificate before the hiring arrangement can be confirmed.

c) The Hirer will indemnify the Governing Body against any damage/theft/losses/claims/demands/actions/ proceedings / damages / costs or expenses arising as a result of the hire of the Premises by the Hirer including the cost of reinstating, repairing or replacing any part of the Premises which is damaged, destroyed, stolen or removed as a result of the hire of the Premises by the hirer. The evidence of the Governing Body as to the cost or expenses incurred shall be accepted by the Hirer as final, on the production of reasonable proof.

d) Where hirers do not have insurance the school can add the hirer to their Public liability insurance for a fee that will be collected by the School as part of the cost of hire. The Hiring Agreement will confirm the arrangement made.

28. Lost Property

a) The School will not accept responsibility for any items that are left on the Premises after a period of hire. The School will keep the items for seven days and then the items will be disposed of.

Signed by: …….(School)
Name:……...
Position at School:……..
Date ……

Signed by: …….. (Hirer)
Name:……...
Date ……

Extra points for consideration and inclusion as appropriate

Hall

- Maximum persons allowed in Hall is 100
- NO person on the stage, if not hiring for the use of the stage
- NO use of the kitchen.

General

- NO muddy footwear to be worn inside the school premises at any time

ICT Suite

- Maximum persons allowed in room is 50
- No memory sticks or CDs to be used other than to save work

Meeting Room

- Maximum persons allowed in room is 22