



Hire of Premises

This Policy is reviewed by the Resources Committee every three years or, in the event of a change in legislation, sooner.

Updated March 2020

Signed

Head Teacher:

Rosalind Owen

Chair of Governors:

Elme B. Bartwell

Date Adopted:

12th March 2020

HIRING OF SCHOOL PREMISES
GENERAL CONDITIONS

1. The use of school premises both during and outside school hours is under the control of the Governing Body of St Michael's C of E Primary School.
2. Application for use of St Michael's C of E Primary School premises must be made to the Head Teacher on the attached form and must be accompanied by the appropriate payments in advance of the date on which the premises are required. No booking will be confirmed unless payment is made in full at the time of the application. In case of certain regular bookings, it is possible to make arrangements for payment to be made at agreed times. These payments are not returnable if the hire is approved by the school and is not then used, but payment so made may be credited towards subsequent lettings.
3. The caretaker cannot be required to undertake as part of his ordinary work for which he is paid any work arising from the use of the premises for purposes other than school purposes. However, he may contract with the hirer to carry out work associated with the event, but upon the clear understanding that it forms no part of his employment by St Michael's C of E Primary School.
4. The time of hiring must be strictly adhered to and access to the premises for preparatory work / clearing up, in connection with the hiring, must be covered by an extension of the hiring period.
5. Hirers must leave everything as they find it and return equipment / furniture to its original position. If the school needs to hire a cleaner to deal with any mess left behind, the hirer will be charged for this. All rubbish must be removed from the site when you leave.
6. There is a limit on the hall of: 112 persons seated at tables **or** 224 sitting **or** standing.
7. Alcohol may not normally be consumed on the premises, but this restriction may be waived in special circumstances. Where agreement is given for the consumption of alcohol, the hirer must accept responsibility for compliance with the licensing laws.
8. If the premises are suitable and to be used for dance, concert or stage performance, the hirer must obtain a necessary licence.
9. The hirer must ensure that adequate supervision is available at all times and see that no unauthorised persons are permitted to enter the premises. All security and fire precaution measures must be adhered to.

Emergency Procedures:

- The hirer will be made aware of emergency procedures and fire precautions during a visit to the school prior to the hiring of the premises.
- The hirer must ensure that all persons on site are made aware of the emergency exits and emergency procedures.
- The hirer must keep a written record of all persons on site in order that this can be referred to in the event of an emergency.
- Emergency exits must be properly secured, not obstructed nor wedged open during the period of hire.
- Hirers must ensure that they have their own phones with them on site for use in the event of an emergency.
- In the event of an emergency, persons on site should leave the building by the nearest available exit. These are clearly signed and will have been drawn to the attention of persons on site by the hirer.

- In the event of an emergency, the marshalling point is on the far side of the main playground.
 - First Aid equipment, for the treatment of minor injuries, should be provided by the hirer.
10. The use of the premises shall not be granted for any purposes that may appear questionable or undesirable or which interfere in any way with the operational activities of the school.
 11. The laying of any composition or other preparation on floors is prohibited.
 12. No screws or nails shall be driven into the premises or furniture and no placards shall be affixed to any part of the premises. Those responsible for the hire of the premises shall prevent anyone sitting or standing on the window sills, or standing on chairs, tables or equipment.
 13. The school grounds are only available to hire for recreational purposes and as part of an agreement to hire parts of the school building.
 14. Hire of grounds expressly prohibits the use of climbing equipment, fenced off wildlife / pond areas, copse and fixed play equipment. This is for the purposes of Health and Safety. Unauthorised use is not covered by insurance.
 15. The hirer shall take good care of, and shall not cause damage or permit or suffer any damage to be done to the hired premises, or any part or parts thereof to any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of themselves, their servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by them.
 16. The hirer will ensure lights are turned off and windows are closed before leaving, especially in toilet and cloakroom areas. On leaving the premises the hirer must confirm that ALL outside doors that have been used are correctly locked.
 17. It shall be the responsibility of the hirer to satisfy themselves that the premises, furniture, fixtures and fittings are fit for their purpose.
 18. Any piano must not be moved without the consent of the head of establishment.
 19. Smoking on school premises is prohibited at all times.
 20. The hirer agrees to pay the additional fee (included in the total charge) for public liability insurance arranged by Oxfordshire County Council, who undertake to effect policies of insurance providing the hirer with indemnity for all sums up to a maximum of £5,000,000 which the hirer becomes legally liable to pay as compensation arising out of accidental bodily injury and/or illnesses to members of the public or accidental loss or damage caused to property, not owned by the hirer, which arises out of the use of premises. There is an excess payable by the hirer for each claim.
 21. Where public liability insurance cover has not been arranged by Oxfordshire County Council, the hirer confirms that insurance cover in respect of both the hirer's liability to the public and their liability to the Council under the terms of this hire has been arranged with a limit of indemnity of at least £5,000,000. A copy of the certificate of insurance must be provided to the head of establishment before the hire takes place.

22. The school car park may be used but cars and property inside them are left at the owner's risk.
23. All means of escape, security and fire precaution measures, instructions and notices must be adhered to during the hire.
24. Bookings by persons under the age of 21 cannot be accepted unless there is a parent or guardian acting as supervisor. For persons under that age, supervisors will normally be expected to be their parents.
25. For all hiring purposes where children (anyone under 18) will be present (with the exception of private parties) the hirer must ensure that all safeguarding requirements are adhered to, including a trained safeguarding lead and DBS checks for necessary adults.
26. The Foundation Governors have to approve any request to hire the premises on a Sunday. The Governors will take into account whether the prospective hirer will be using the premises in a way that adheres to the school's stated Christian values and status as a Church of England Aided Foundation.

HIRING OF SCHOOL PREMISES

Applications must be accompanied by the correct payment and should be made at least 21 days in advance to the Head Teacher. Applicants are advised not to make any arrangements regarding booking until they receive a confirmation copy of this application.

*One copy to be retained by the school after approval
One copy to be returned to the hirer after approval*

St Michael's C of E Primary School, Marston Road, Oxford, OX3 0EJ					
Name of Hiring Organisation/Individual Hirer:					
Name and Address of Contact Person			Phone:		
			Email:		
Type of Use (eg Public Event/Club Meeting/Personal Event)			Age Range		
Days and Dates of Hire:					
Accommodation Required	Times From	To	Hourly Rate	Fixed Rate Per Session	Charges
Hall					
Room					
Room					
Room					
Room					
Kitchen					
Playground					
Field					
VAT has been charged where appropriate and is included in the total charge. A VAT invoice may be issued, if required, upon separate application by the hirer		Total Hiring Charge		£	
		Public Liability Insurance Fee (if applicable)			
		TOTAL CHARGE		£	
Please pay by bank transfer into the following account: OCC St Michael's First School DR CR INC Sort code: 30-00-02 Account No: 01049505					

I have read, and will ensure observance by persons using the premises of, the School's conditions of hire (copies enclosed to be retained by hirer). I agree to be responsible for making good any loss or damage to the premises or equipment resulting from this hiring and will ensure that the premises are in good order.

I have arranged public liability insurance cover for a minimum of £5m. I enclose a copy of the certificate of insurance.*

OR

I agree to pay the additional fee for public liability insurance cover arranged by Oxfordshire County Council.*

Signed: Date:

Position held:

I approve this hire on behalf of the Governors of St Michael's C of E Primary School and confirm that any necessary licence and insurance cover are held* for the event, stage performance, music, singing, dancing, leisure activity. (Delete which is not applicable).

Signed: Date:

Position held:

**Amend before issue*