

## **Eynsham Community Primary School**

### Hiring of Premises Policy

Adopted:	December 2013
Reviewed	June 2016
Next Review	June 2018

#### **The hiring of school premises is in line with Oxfordshire LA guidance**

The use of the school premises, both during and outside school hours, is under the control of the Governing Body subject to any direction that may be given to the Authority (eg concerning the availability for community use) and other statutory requirements.

No proposal to hire accommodation on a regular basis during school hours will be entered into without prior consultation with, and written approval of the Property & Facilities Department in Children, Education and Families.

The governors will make accommodation available, free of charge, during school hours for activities arranged by the Council to carry out its functions if the accommodation is not required by the school and the use does not affect the operation of the school. Such activities would include use for public consultation, in-service training and meetings. The school will charge for additional costs.

The school will consider implications and consequences of hiring out premises and any disruption or nuisance to the local community. There will need to be assurance that the purpose for which the premises are hired will not result in controversy, disrepute, legal action or disorderly behaviour. We will endeavour to do this by following the Oxfordshire County Councils General Conditions, a copy of which is available on the OCC website: [Oxfordshire.gov.uk](http://Oxfordshire.gov.uk). If there is any doubt advice will be obtained from the Property & Facilities Team in Children & Education Department.

Our school accommodation can be used for coping with civil emergencies and as a rest centre for people evacuated from their homes in an emergency if the LA requests this.

#### **Responsibilities:**

Governors are responsible for hiring procedures, arrangements and conditions. They will ensure that they incorporate all the advice, guidance and requirements of the Council in order to safeguard users, buildings, equipment and sites and cover the legal liabilities of the governors and the Council in the event of accident or damage.

The hirer will use the model OCC forms for hiring agreements. Governors are responsible for the security of the school premises when they are hired out to other users. Key responsibilities will be in line with LA guidance and signing for and return forms completed. Hiring of the school swimming pool will comply with the Council's Policy and trained lifeguards must be present

Entertainment, public assembly or liquor licences, if required, will need to be obtained by the hirer and shown to the school. The conditions of the licence must be adhered to by the hirer

**NO SMOKING:** Smoking is not allowed on the school site.

## **Safety:**

When the hire of the premises is related to working with children, the hirer is responsible for ensuring they fully follow safer recruitment procedures for themselves and fellow staff: that all staff are aware of actions to be taken if a child is at risk of abuse or is being abused.

**\*\*All staff in contact with children have undertaken, understood and apply the relevant child protection training.**

The hirer must ensure that the school premises are not being used to draw participants into extremism or terrorism.

The Governing Body will ensure, as far as is reasonably practicable, that there are no risks to health and safety. This relates to pitches being hired, corridors, paths used to access the premises and accommodation, swimming pool and changing rooms, toilets, furniture and equipment used. (*see Health and Safety Policy*)

The hirer is responsible to ensure that fire drills and evacuation procedures have been undertaken during the term of hire (3 times per school year) and that this is recorded and reported to the school on the Fire Drill Confirmation form.

The hirer is responsible to carry out risk assessments to ensure that there are clear and safe evacuation procedures for people with special needs.

Disabled access is available for all hired routes (*see school Access Plan*) and disabled toilets are accessible in the main building and in the Foundation Stage building.

## **Insurance:**

All hirers must be covered by public liability insurance with indemnity up to the amount of £5million. The hirer can arrange their own cover or can take out Third Party Hire Insurance through the school. (Please enquire at the school office)

## **Areas available for hire:**

- Sports hall
- Assembly hall
- Swimming pool (Please enquire with the PTA )
- School and staff kitchen
- Learning Areas
- Sports field
- Multi-use games area

Use of the outside area will be at the discretion of the Headteacher and charged per hour. Toilet facilities can be made available on request, for an additional fee.

## **Charges:**

Sports Hall (no heating)	£35.00 p/hr
Sports Hall (with heating)	£45.00 p/hr
Assembly Hall (no heating)	£35.00 p/hr
Assembly Hall (with heating)	£45.00 p/hr
Multi-use games area (Astro-Turf)	£36.00p/hr
Sports Field	£30.00 p/hr
Main Kitchen – Rate to be agreed after requirements confirmed	min £15p/hr
Caretaking unlocking/locking fee	£10.00 p/hr
Cleaning charges	£10.00 p/hr

For one off bookings an administration fee of £20.00 will be added.

For long term bookings an annual administration fee of £40.00 will be added.

**Concessions:**

A 50% discount will be applied for staff members and bookings fees will be waived.

NB: The delegated budget will not be used to subsidise community use

All income generated from the hire of the premises will be retained fully by the school. (swimming pool hire to PTA to cover lifeguarding and swimming pool costs )

**VAT:**

VAT charges will be made in line with OCC policy

Hirers must sign the approved Hiring of Council Premises form and show evidence of having public liability insurance cover for a minimum of £5m, as well as an up-to-date Disclosure, Barring, Service(DBS) certificate, where appropriate.

**Payment:**

All payments for the hire of school premises will be invoiced to the user a term in advance and must be paid in accordance with the terms and conditions on the school invoice. One off events will also need to be pre-paid, with cheques being cleared by the bank before the date of hire.

**\*\*Generalist safeguarding training must be renewed every 3 years**