



BRADGATE
Education Partnership

Stronger Together

POLICY:

Lettings & Hire

Wreake Valley Academy & The Roundhill Academy

Approved: Ben Baxter

Date: 22.04.2024

Last reviewed on: April 2023

Next Review due by: Spring 2025

Ambitious
Collaborative
Ethical



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1. Aims

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, following government guidelines and the school's risk assessment(s).

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

Performing Arts

- Dance Studio
- The Main Hall
- Theatre

Sports Facilities

- Astro Turf Pitch
- Athletics Track
- Grass Pitches
- Netball Courts
- Playing Fields
- Sports Hall and Gym



2.2 Capacity and charging rates.

The rates for hiring out different areas are listed in the table below. The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
3G Astro Turf		1/4 Pitch - £30 per hour 1/2 Pitch - £50 per hour Full pitch - £90 per hour
Athletics Track		£25 per hour
Grass Pitches		11 aside - £43 per game 9, 7, 5, - £18.50 per game
Main Hall		Weekdays until 9pm - £60 per hour Weekends until 6pm - £80 per hour Weekend 6pm to 10pm - £100 per hour Price excludes VAT
Netball Courts		£17.50 per hour
Playing Fields		£25 per hour
Sports Hall and Gym		£30 per hour
Theatre	220 seated	Weekdays until 10pm - £80 per hour Weekends until 6pm - £100 per hour Weekend 6pm to 10pm - £120 per hour Price excludes VAT



3. Charging rates and principles

3.1 Rates

It may be necessary to impose an additional cleaning fee on top of the hiring rates in circumstances where the area hired has not been left in the condition it was found or the volume of footfall required interim cleaning to be carried out by the Premises team.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 day except in the case of emergency or adverse weather conditions. 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 30 days. If less notice than this is given, the licensee shall not be entitled to a refund.

- Less than 14 days' notice Full Fee
- 14-21 days' notice 50% Fee.
- 21-30 days' notice 25% Fee.
- More than 30 days no charge

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in Appendix 1 of this agreement and have read the terms and conditions of hire set out in section 5. The process will be completed in the following way.

1. The hirer should fill out and sign the hire request form and submit it to the Office Manager. Approval of the request will be determined by the Headteacher.
2. If the request is approved, we will contact the hirer with a provisional booking form with details of how to process the security deposit, 10% confirmation payment and make arrangements for the date and time requested. The hirer will also need to provide proof of their public liability insurance and details of their Safeguarding Lead including a completed copy of the safeguarding agreement for external hirers found in Appendix 2.
3. If you are hiring areas inside the school building, you will be provided with a booklet that explains the emergency evacuation procedures and other relevant health and safety documents. It is important that you receive and read this booklet.



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. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. Where the hirer has booked areas within the school building, the areas for usage are agreed in writing with the school prior to use.
4. The hirer shall not use the premises for any purpose other than that agreed as set out in the hire request form.
5. Any additional uses of the premises not agreed in writing by the school will result in the immediate cancellation of the agreement and may affect future bookings.
6. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
7. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
8. The hirer must take out its own public liability insurance with a reputable insurer and where requested by the school, shall provide a copy of the relevant insurance certificate no less than 14 days before the start date of the booking.
9. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
10. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment.
 - b. Any claim by any third party against the school; and
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the agreement or any act or omission of the hirer or any person allowed by the hirer to enter the premises.



11. Save that nothing in the agreement shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
12. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
13. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
14. The hirer will ensure all the areas used are cleared of all persons before leaving the site.
15. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
16. If the hirer breaches any of the terms and conditions the school reserves the right to terminate the booking and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
17. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
18. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third-party intellectual property.
19. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
20. The hirer shall comply with all applicable laws and regulations (Non-smoking site) relating to its use of the premises.
21. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this booking.

6. Specific conditions of hire for school premises

6.1 Theatre

No eating, drinking, or chewing gum in the Theatre.

Hirer should ensure that the theatre areas are left clean and tidy after use and any rubbish is removed.



Due to the high usage of the theatre, for the benefit of all Hirers, we again stipulate the requirement that you have fully vacated the theatre by the end of your period of hire, having removed/replaced all equipment.

6.2 Main foyer

Damage to fixtures and fittings – The hirer will be solely responsible for the cost of repair and/or replacement. Any damage will be deducted from your security deposit payment.

6.3 Refreshments / Alcohol

Wreake Valley Academy is not a licensed premises to sell or supply alcohol.

The hirer cannot apply for an alcohol license to be used on the school's premises without prior written consent from the school.

Hot and cold refreshments are only to be sold by the schools catering team to keep in line with food safety and hygiene regulations.

6.4 Sports hall and gym

Light soled shoes must always be worn. Outdoor footwear is not allowed in the sports hall and should be changed in the changing facilities provided.

No eating, drinking, or chewing gum in the sports hall.

All participants to be dressed in appropriate kit, including safety clothing, for the sport they are undertaking.

The marking of additional lines on the floor or walls is prohibited.

Cricket – Composition or leather cricket balls should only be bowled/bounced onto the matting wickets provided as to do otherwise marks the floor. The bricks forming the interior walls of the sports hall are not built to withstand impact from this type of ball. Please DO NOT throw/bowl/hit them unnecessarily against the wall. Spikes must not be worn.

Due to the high usage of the sports hall, for the benefit of all Hirers, we again stipulate the requirement that you have fully vacated the sports hall by the end of your period of hire, having removed/replaced all equipment.

6.5 Changing facilities

No studded boots to be worn inside the changing rooms or corridor outside. This is to protect the flooring in both areas. Please remove outside. The hirer is responsible for ensuring that the changing rooms (if used) are left in a fit and proper condition.



6.5 Sports field

The Hirer is responsible for checking that all playing surfaces are safe to use and are free of any foreign objects which could cause injury to any participant and that surfaces have not been damaged in any way that may cause injury to members.

The Hirer must inform the school of any cancellation of matches (excluding severe weather conditions) at least 24 hours prior to the scheduled time of the hire. Failure to do so will result in the full charge being levied or the period of hire.

6.6 3G Astro Turf Pitch

All users of the Astro Turf Pitch must wear appropriate moulded footwear as described at the entrance to the Astro Turf Pitch. Any person who does not wear the appropriate footwear will be asked to leave the playing surface. It is the responsibility also of the hirer / partnership club / coach to enforce this during the session of hire.

Hirer / partnership club / coach should ensure that the astro areas are left clean and tidy at the end of a training session / match.

6.7 Loss of deposit

We do hope that your period of hire with us will be an enjoyable one. It is with regret however, that we must advise of certain instances which may result in the loss of part or all your deposit, along with invoices being forwarded for any monies outstanding thereafter. This list is by no means exhaustive and remains at the discretion of the Headteacher.

1. Damage to fixtures and fittings – The Principal Hirer will be solely responsible for the cost of repair and/or replacement.
2. The Trust and Headteacher reserve the right to take appropriate measures should the attendees at a private function exceed the maximum permitted number. At all times, please respect this maximum for Health and Safety guidelines along with Fire Regulations.
3. Following the period of hire, any excess costs incurred by the schools in respect of cleaning will be deducted from the deposit.
4. Should it be the case that the hire of any facility exceeds the period noted on the application form, the school reserves the right to levy the applicable hourly fee for each period of 15 minutes, or part thereof, after which the actual period of hire extends. A period of grace of 15 minutes will apply to all hirers.

For your safety and security while using our facilities, please be advised CCTV cameras are in operation across the site.



7. Safeguarding

The Trust is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that the Hirer abides by the schools' requirements in respect of safeguarding. Any failure from the Hirer in this respect will result in the hire being terminated.

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

The Hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The Hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact IHarrison@wreake.bepschools.org as soon as reasonably practicable.

The Safeguarding Agreement found in Appendix 2 should be completed and returned to the school office manager.

8. Monitoring arrangements

We will review and update this document when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable.

Before filling out a request form, please familiarise yourself with the above Terms and Conditions for the hire of our premises and our rates of hire. If you have any questions, please contact lettings@secondary.bepschools.org



Appendix 1: Hire request form.

Performing Arts

CONTACT DETAILS

Name of organisation (if applicable)	
Contact name	
Address	
Telephone	
Email	

BOOKING

Facilities required	
Day and Date (or first date, if a series of bookings)	
Times (to include all setup and set down)	
Series or regular booking? If yes, please list future dates / frequency.	YES / NO

Nature of booking

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Do you require catering?

If yes, please supply details of your requirements.

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Questions

How many people are you expecting on site for your booking?	
How many cars are you expecting on site for your booking? Please note, cars must not be parked on surrounding roads.	
Do you require a Technical Tutorial for the stage/hall lighting and sound?	YES / NO
Do you wish to sell tickets to performances or sell goods onsite? If yes, please supply further details.	YES / NO
Do you have Public Liability Insurance? We will request a copy for our records.	YES / NO
Please confirm your safeguarding lead and their contact details (phone and email) Will they be always onsite / contactable during the hire?	

☐ I confirm that the information I have provided is accurate; and I will contact lettings if anything changes.

By signing below, I agree to the Terms and Conditions for Lettings & Hire as set out in the terms and conditions document.

Signed	
Date	

Please return the completed form to lettings@secondary.bepschools.org. We will then check availability and contact you with a formal agreement. Bookings are not confirmed until you have received our formal agreement.



Sports Facilities

CONTACT DETAILS

Name of Organisation (if applicable)	
Contact name.	
Address	
Telephone	
Email	

BOOKING

Day and Date (or first if a series of bookings)	
Times (to include all setup and set down)	
Series or regular booking? If yes, please list future dates / frequency.	

SPORT FACILITY – PLEASE TICK THE APPROPRIATE BOX

The Roundhill Academy		Wreake Valley Academy	
3g Astro Turf		3g Astro Turf	
Sports Hall		Sports Hall / Gym	
Netball Courts		Netball Courts	
Grass Football Pitches		Grass Football Pitches	
Field		Athletics Track	
		Dance studio	



QUESTIONS

How many people are you expecting on site for your booking?	
How many cars are you expecting on site for your booking? Please note cars must not be parked on surrounding roads.	
Is the booking on behalf of a registered not-for-profit organisation or charity? If yes, please supply registration number	YES / NO
Do you have Public Liability Insurance? If yes, we will request a copy for our records.	YES / NO
Please confirm your safeguarding lead and their contact details (phone and email) Will they be always onsite / contactable during the hire?	

I confirm that the information I have provided is accurate; and I will contact lettings if anything changes.

☐

By signing below, I agree to the Terms and Conditions for Lettings & Hire as set out in the terms and conditions document.

Signed	
Date	

Please return the completed form to – lettings@secondary.bepschools.org. We will then check availability and contact you with a formal agreement. Bookings are not confirmed until you have received our formal agreement.

Wreake Valley Academy Defibrillator code: C1971X The Roundhill Academy Defibrillator code: C0147X



Appendix 2 – Safeguarding Agreement

Use of School premises for non-school activities – Assurance of Safeguarding procedures for Children and Young People

Name of Organisation:

Name of person(s) providing assurance on behalf of the organisation:

Position of person(s) providing assurance:

I/We understand that Wreake Valley Academy / The Roundhill Academy has a responsibility as outlined in Keeping Children Safe in Education to seek assurance that providers using school facilities/premises have appropriate safeguarding and child protection policies and procedures in place.

Therefore I/We wish to confirm that **<NAME OF PROVIDER>** has actioned or completed the following:

- Complies with the 'After school clubs, community activities, and tuition safeguarding guidance for providers' document - After-school clubs, community activities, and tuition
- has compliant and effective Safeguarding and Child Protection policies and procedures in place
- appropriate pre and post recruitment checks in line with Keeping Children Safe in Education on any staff and volunteers we use. These include Enhanced DBS (with children's barred list check) for any staff/volunteers working in regulated activity.
- has a Designated Safeguarding Lead (DSL) (or equivalent) who is has undertaken safeguarding and child protection training (including online). The named leader is

- DSL training is updated to remains compliant.
- Parents/Carers are made aware of who the Designated Safeguarding Lead is and of how they can be contacted.
- all of its staff/volunteers know the referral routes to use when they have a concern about a child. They receive safeguarding & child protection training on starting their role and this is regularly updated with records kept.
- has clear procedures on what to do if there are concerns about a staff member, volunteer or another adult who may pose a risk of harm to children.
- knows the local referral route into children's social care.
- understands that it must report any allegations of harm to a child to both the Local Authority Designated Officer (LADO) and to the police as soon as reasonably practicable.
- has in place a clear complaints procedure.



- has in place an effective whistleblowing policy.
- has in place a clear code of conduct for all staff & volunteers.
- has a clear line of accountability for safeguarding which runs throughout the organisation, including at the most senior level.
- confirms that it understands the fire safety and evacuation plan for the part of the facility it is hiring.
- confirms that it holds more than one emergency contact number for each child attending the provision.
- confirms that First Aid arrangements will be in place, including always having a member of staff/volunteer present who has undergone the appropriate First Aid training.
- will always consider the suitability and safety of the facility being hired for employees, volunteers, children and young people, taking steps to reduce any risks identified.
- provides parents/carers the contact details of the Local Authority Children's Services (Delete if not lone provider)
- understands that the school reserves the right to inspect these arrangements as appropriate.
- understands that having these safeguarding arrangements in place is a condition of use and occupation of the premises; and that failure to comply with these would lead to a termination of the agreement.
- understand that should I/We need to liaise with the school on these matters that the named Designated Safeguarding Lead (DSL) at Wreake Valley Academy is Ian Harrison IHarrison@wreake.bepschools.org.
- Understand that all the above is a condition of use of school premises to run the non-school activity and any breach of this agreement will lead to termination of the agreement.

Signed: _____

Print Name: _____

Date: _____