

# Newburgh Primary School

## Hiring Policy



NEWBURGH PRIMARY SCHOOL  
POLICY ON HIRING OF SCHOOL PREMISES  
OUT OF SCHOOL HOURS

1. The Governors would encourage the use of the school premises out of school hours to endorse and facilitate the promotion of educational and social opportunities for the personal and social development of people in our local community.
2. Whilst all uses of the accommodation will be considered the Governors retain the right to refuse an application for hire, without having to state reasons and if necessary in consultation with the Strategic Director for People Group (SDPC) or other relevant advice.
3. The Governors authorise/delegate the responsibility for agreeing all applications for hiring of school premises to the School Business Manager and/or Head Teacher in the two categories of use listed under 6.1 and 6.2 below.
4. The Terms and Conditions laid down by the SDPC apply in all cases and in which the following conditions are also met:
  - 4.1. All hirers must provide evidence that they maintain public liability insurance cover.
  - 4.2. The school and grounds are designated non-smoking areas.
  - 4.3. The accommodation and the hours of hire submitted on the application Form A and agreed by the school must be observed or extra costs will be incurred. All additional costs charged are pro-rata the cost agreed.
5. Rates for hiring are determined by the Governors/Senior Management Team and are reviewed annually. Energy costs will be raised in line with inflation.
6. Separate hiring charges apply to different categories of use. The categories are:
  - 6.1. Concessionary: Use will be usually non-profit making concerns for a (local) community or educational purpose.
  - 6.2. Full rate: Use by profit-making/business groups, social and non-educational purposes educational purpose.
7. Governors may consider a separate charge for one off hires in order to cover initial costs of booking.
8. All individual bookings will be at the full rate to take into account the initial cost of booking.

9. All hirers will be supplied with a copy of Warwickshire County Council's Policy, Terms and Conditions of Hire of School Premises Out of School Hours and application Form A. These documents shall be deemed to be included in and form part of the hiring agreement.
10. Hirers, other than social, personal or family events, will have a written complaints procedure, which may be requested as part of the booking confirmation.
11. All adults working with or in charge of children and vulnerable adults are required to have current Disclosure and Barring Service Clearance. Hirers will provide details of DBS certificate, see 10 below.
12. If in the event of a hirer not being able to provide evidence of DBS clearance on all adults involved in the hiring governors will consider whether the hiring can still proceed.
13. Car parking is only allowed in designated parking areas. Additional parking may be allowed in certain circumstances and only by express permission of the Governors.
14. Certain areas of the school are not available for hire. These are:
  - 14.1. All Classrooms
  - 14.2. School Offices
  - 14.3. School Library Area
  - 14.4. Staff Room
15. The school and grounds may not be hired before 8.00 am and after 11.00 pm unless express permission of the governors is sought.
16. The school and grounds will not be available to the community or for hire on the following days: During the school day to include afterschool clubs, school sports day, PTA fairs and public holidays.
17. The school and grounds will not be available to the community or for hire on the following days: During the school day to include afterschool clubs, school sports day, PTA fairs and public holidays.
18. All users of the school premises are required to follow all Fire Safety and Health & Safety guidelines and procedures.