



# ASTON & COTE CHURCH OF ENGLAND PRIMARY SCHOOL

## HIRING / LETTINGS POLICY

December 2023

|         |                                    |
|---------|------------------------------------|
| Signed: | Headteacher                        |
| Signed: | Chair of Governors                 |
| Date:   | Date of next review: December 2028 |

## GENERAL CONDITIONS OF HIRING / LETTING

1. Governors are responsible for hiring procedures, arrangements and conditions. They must ensure 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. Failure to do so may result in governors being liable for claims.
2. Initial applications for the hire of premises should be made on the appropriate forms held by the school.
3. A returnable deposit (negotiable) is required from every hirer at the time of booking, to be set against any damage to the property or premises incurred during the booking. This deposit should be in the form of cash, or a cheque made payable to Aston & Cote Primary School, and brought to the school office in a sealed envelope marked 'Lettings'.
4. The Governors reserve the right to amend any charges quoted by giving appropriate notice.
5. Should a booking be cancelled within one calendar month of an event, the hirer may forfeit any deposit paid.
6. The use of the school hall or any other facility shall not be granted for any purpose that may appear questionable or undesirable or which interferes with the work of the school.
7. The hiring period will include the time the hirer requires access to the premises for preparation and cleaning afterwards. The times of hiring must be strictly adhered to.
8. The hirer must ensure that their activity is adequately controlled at all times and must ensure that no unauthorised persons are permitted to enter the premises.
9. No fittings may be erected which may in any way damage the fabric of the buildings (including posters).
10. It is the responsibility of the hirer to satisfy themselves that the premises are fit for their purpose.
11. The hirer is responsible for clearing the hall or other facility at the end of their hire period, including sweeping the floor if it is an internal facility.
12. The hirer is only entitled to use the room or other facility included for the term of hiring and toilets as designated.

13. The hirer is responsible for checking (and cleaning if necessary) designated toilets at the end of the hiring period, and ensuring all toilets are flushed.
14. The school has a 'NO SMOKING' policy which means that smoking is not permitted on the premises (including the grounds) at any time.
15. Alcohol can only be consumed on school premises if the appropriate licenses are obtained from the local council. These can only be applied for with the agreement of the Governing Body.
16. Stiletto heels must not be worn in the hall as they damage the floor surface.
17. The school cannot be held responsible for the damage to, or theft of private property during a hiring. This includes vehicles parked on the premises.
18. It is the responsibility of the hirer to make himself/herself aware of the standard fire precautions displayed throughout the school premises and adhere strictly to them.
19. It is the responsibility of the hirer to ensure that fire doors are kept closed and the security door in the front entrance is kept locked at all times. The hirer will be held responsible for any theft or damage caused by intruders entering through the front door during their letting.
20. Should any hirers be concerned about strangers in the grounds please contact Thames Valley Police on 101.
21. The school shall have priority of use at all times and may occasionally have to cancel bookings for certain events and will not be liable for compensation.
22. If any of these conditions are not adhered to, the school reserves the right to discontinue the booking.
23. All hirers must be at least 18 years of age.
24. The school premises will not be hired to any organization with extremist or unlawful backgrounds.
25. Sub-letting is not permissible.
26. If the hirer is providing activities for children, DBS checks are mandatory and up to date safeguarding policies and procedures must be in place.
27. All electrical equipment that is brought into school should be PAT tested to avoid tripping circuits or increasing the potential for fire if the hirer is using poorly maintained equipment.

Aspiring to be the people God created us to be by growing the talents He gave us

**POLICY STATEMENT**  
**Hiring the School for Community Use**

***The Aim***

To provide the school accommodation for hire by the community at a competitive rate and to especially encourage the catchment community to use the facilities so that the school is playing a part in bringing the people of the local community together.

We aim to cover overheads and only make extra profit when the facilities are used for commercial gain. At all times the school must have priority over the facilities and the school will carefully consider the potential hirer to appraise their suitability.

Strict 'Conditions of Hire' and 'Hire Charges' have been approved by the Governing Body and are there to protect the school from loss or damage. Certain worthy non-profit making causes may be considered, at adjusted rates, by the governing body if their use of the facilities is seen to benefit the local community.