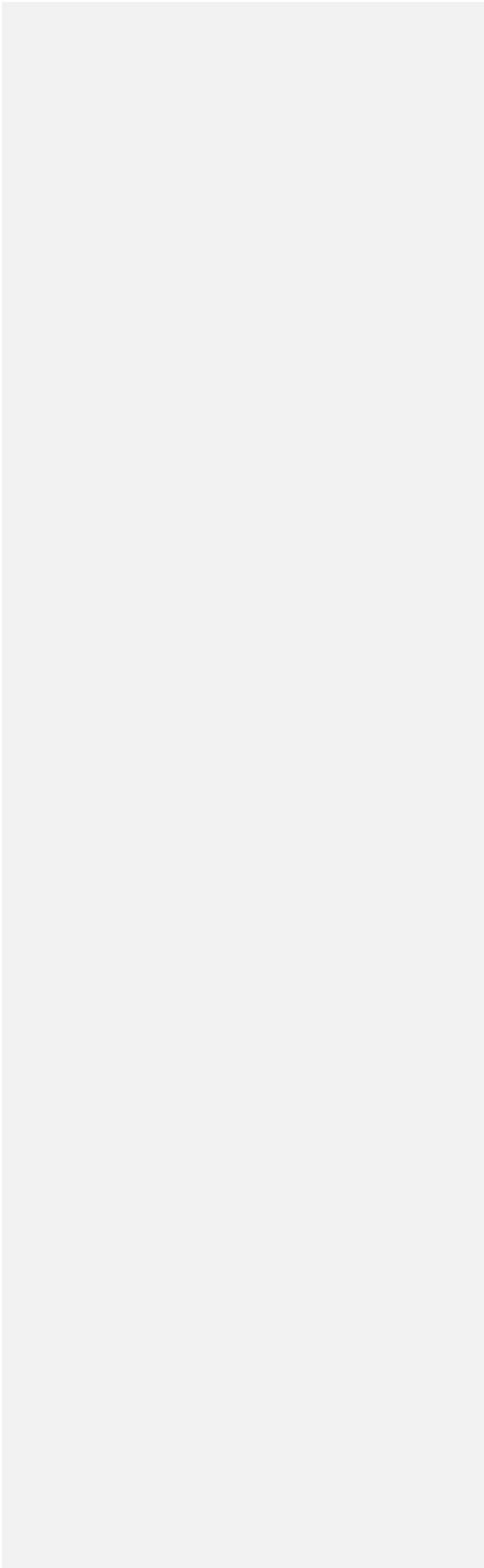




Admiral Lord Nelson School Premises Hire Policy 2025/26.



Approved by:	Local Governing Body	Date: [June 2023 ]
Last reviewed on:	[Date]	
Next review due by:	[June 2024 ]	



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## 1. Aims and scope

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:

- ATP – Full Pitch with option of Floodlights
- ATP – Half Pitch with option of Floodlights
- Classrooms
- Dance Studio
- Drama Studio
- Field
- Fitness Suite
- Food Tech Classrooms
- IT Classrooms
- Main Hall
- Full MUGA
- 1 Netball Court
- 1 Basketball Court
- 3G Pitch
- Sports Hall – Adult/junior
- 1 Badminton Court

### 2.2 Capacity and charging rates

The maximum capacity and rates for hiring each area are as follows:

**Commented [RP1]:** An updated schedule of charges for 23/24 will be made available at the meeting

Facility	Weekday per hour	Weekend per hour	Capacity
ATP – Full Pitch	£70	£70	
ATP – Half Pitch	£40	£40	
Floodlights	£15.50	£15.50	
Classroom	£17.50	£17.50	
Dance Studio	£30	£30	
Drama Studio	£12.50	£12.50	
Fitness Suite	£25	£25	
Food Tech Classrooms	£25	£25	
IT Classrooms	£25	£25	
Main Hall	£45	£45	
1 Netball Court	£35	£35	
1 Basketball Court	£35	£35	
3G Pitch	£35	£35	
Sports Hall - Adult	£40	£40	
Sports Hall - Junior	£35	£35	
1 Badminton Court	£35	£35	

### 3. Charging rates and principles

#### 3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

We may, at our discretion, decide to impose an additional cleaning fee on top of the hiring rates.

#### 3.2 Cancellations

The Trust and or school reserves the right to give notice should a facility be required by the school i.e., during exam periods or due to urgent, essential maintenance. The Trust will make best endeavors to give at least two weeks' notice. In these circumstances the Trust agrees to refund any payments made by the hirer. 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.

We reserve the right to decline or cancel any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage to the school or Trust may occur.

Cancellations made more than 24 hours before the booking is due to take place will be fully refunded. Where a cancellation is made with less than 24 hours' notice, the full price will apply. Where a no-show occurs, the full price will also apply.

### 3.3 Review

The Chief Finance Officer will review revenue from hiring arrangements at least annually to ensure cost-effectiveness and financial compliance.

## 4. Application process

Those wishing to hire the premises should fill out the hire request form, available on [schoolhire.co.uk](http://schoolhire.co.uk)

Approval of the request will be determined by the Facilities and Community Manager

If the request is approved, [schoolhire.co.uk](http://schoolhire.co.uk) will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. They will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance, a risk assessment and details of a fully trained first aider.

The hirer shall indemnify the school and Trust against any claims, losses, or damages arising from their use of the premises

The School reserve the right to decline any applications at our absolute discretion.

## 5. Terms and conditions of hire

The terms and conditions of hire, provided on the [schoolhire.co.uk](http://schoolhire.co.uk) website, 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.

## 6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide 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 the Facilities and Community Manager as soon as reasonably practicable.

The school retains the right to deny or revoke access if safeguarding standards are not met, regardless of prior approval.

## 7. Monitoring arrangements

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

Any updates to this policy will be shared with the full governing board.