

Hawridge and Cholesbury CE School



POLICY ON THE LETTING OF SCHOOL PREMISES

June 2026

Approved by the Governing Body on 10 June 2026

Next review date: May 2029

Policy source: The Key Model Policy

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1. Aims and scope

The aims of this policy are to:

- Make sure our Schools' premises and facilities can be used, where appropriate, to support community or commercial organisations, in accordance with the articles of association of our Governing Body.
- 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 relevant risk assessments

2. Areas available for hire and charges

2.1 Available areas

We will permit the hire of the following areas:

- Hall
- Classrooms
- Playing fields

2.2 Capacity and charging rates

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

AREA	COST	
School Hall	Weekdays	£15 per hour
	Friday Evenings and Weekends	£16 per hour
	Day Rate	£120
Classrooms		£10 per hour
School Fields	Weekdays	£18 per hour
	Friday Evenings and Weekends	£20 per hour
	Day Rate	£140
Hall and Field Hire	Day Rate	£200
	Wedding Hire	£450
	From 3.30pm on Friday to midday on Sunday.	
	Including use of field if required (Summer months only)	

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. These rates are prepared and approved by the Full Governing Body.

The Headteacher will consider all enquiries and the levels of costs involved before granting a booking. The School Business Manager will account for any additional costs that may be incurred as a result of the lettings, such as overtime to premises staff, additional cleaning fees etc. If the additional costs are greater than the income due, then the letting will not be approved.

3.2 Cancellations

The Governing Body reserve the right to cancel any agreed hiring with a minimum of 7 days' notice apart from extenuating circumstances beyond School's control.

A full refund will be issued if the School does cancel a hire. The Governing Body 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 7 days' notice.

3.3 Review

The specific charges levied will be reviewed regularly by the School Business Manager and Headteacher in conjunction with the Full Governing Body, to ensure the best value is achieved.

4. Application process

Those wishing to hire the premises should contact the School Office to request a hire request form as set out at appendix A.

The hire request form should be completed together with the terms and conditions of hire as set out at Appendix B and submitted to the School Office at least 21 days in advance. Approval of the request will be determined by the School Business Manager in conjunction with the Headteacher.

The School Business Manager, with responsibility for lettings, shall ensure that a Lettings Agreement (Appendix A) and Terms and Conditions (Appendix B) are completed by the Hirer. The Business Manager may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility.

The Governing Body reserve the right to decline any applications in its absolute discretion, where the organisation does not uphold the values of the School, or reputational damage may occur.

If the request is approved, the School Business Manager 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 details of the emergency evacuation procedures and other relevant health and safety documents. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing. The hirer will also need to provide proof of their public liability insurance. A model approval letter is included in Appendix C.

5. Safeguarding

Hawridge and Cholesbury CE School is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the School's requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated with immediate effect.

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 (during after-school clubs or extra-curricular activities), the Governing Body 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 Rosie Phillips, Designated Safeguarding Lead, as soon as reasonably practicable.

The hirer understands that if the School receives an allegation relating to an incident where an individual or organisation is using the School premises for running an activity for children, the School will follow its usual safeguarding procedures and inform the local authority designated officer (LADO).

In addition to the above, the School may also request confirmation and/or information for regular or frequent hires as follows:

- A list of names and addresses of adults regularly attending and a lone working policy where applicable
- Adults regularly attending have been DBS cleared and can be evidenced upon request
- Where relevant, the organisation has Ofsted registration

6. Monitoring arrangements

The application of this policy is monitored by Hawridge and Cholesbury's Governing Body and Headteacher.

Copies of all hirer paperwork will be retained for at least six-years plus current year.

This policy will be reviewed regularly and any updates to this policy will be shared with the Full Governing Body.

All relevant persons are required to familiarise themselves with the workings of this policy as part of initial implementation and every twelve-months thereafter as an ongoing requirement.

7. Links to other policies

- [Health and Safety Policy](#)
- Information and Records Retention Policy



Appendix A - Application for the Hire of Facilities

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire. If you have any questions, please contact the School Business Manager, office@hcschool.uk

Please note: Applications to hire educational premises are required to be made by completing this form and returning it to the School at least 7 days before the period of hire required.

Name of Hirer/Organisation:

Company/Organisation Number:

Contact address:

Tel number:

Email:

Website:

Name of person responsible for the Hire/Organisation

Name:

Mobile:

Purpose/activity of organisation:

Facilities required for hire:

Sport/Activity undertaken:

Number of expected participants:
<p>Day(s) of Hire:</p> <p>Start time: Finish time: No. of Hours:</p> <p>Frequency of hire (delete as appropriate) Daily / Weekly / Monthly / Other</p> <p>Period of hire: (DD/MM/YY) Start date: End date:</p>
<p>Safeguarding Children and Young Adults</p> <p>Definition – Any hire that is attended by children or young adults under the age of 18 years. Children and Young Adults will attend and/or participate in the hire? Yes/No (delete as appropriate)</p> <p>Hire will not be confirmed without declaration of DBS checks if applicable.</p> <p>Please provide confirmation and details of the safeguarding and child protection arrangements you have in place:</p>
<p>Named person responsible for Health and Safety during hire period:</p> <p>Contact number during session:</p> <p>First aid certificate: enclosed/to follow (delete as appropriate)</p>
<p>Is the Hirer intending to sell any foods, goods, refreshments or alcohol at the Premises?</p> <p>Yes / No (delete as appropriate) (If yes, see terms and conditions of hire)</p>
<p>Will the Hirer conduct public entertainment? Yes / No (delete as appropriate)</p> <p>If yes, the hirer/organisation may be required to apply for and submit copies of PPL, MCPS or PRS licences.</p>

All sections of the form must be completed and returned to the School Office office@hcschool.uk

Hirers are required to note the following:

- The terms and conditions are an integral part of this agreement, as found under Appendix B of the Lettings Policy. Hirers must satisfy themselves that they are fully aware of them, and by signing they undertake to observe and perform the requirements as set out therein;
- Until such time as the signed hire agreement is received by the School, together with any deposit or payment required, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the facilities without any obligation to the hirer.

Payment terms

- Payment is required in advance of the booking, no later than 7 days prior to the start date
- Payment must be made by BACS transfer to the school’s designated account.

Account name: Buckinghamshire Council Receipts.

Acc.no: 83177157

Sort code 20-74-38

Name of Bank: Barclays Bank

- When making payment, please quote the following number **8253072 933210**

Declaration of hirer

I acknowledge and agree to the following:

- I have received and read a copy of the terms and conditions governing hire and understand them.
- I understand the School may update its policy and booking terms during the period of my letting, and I will be notified of any changes.
- I agree to abide by the School’s policy and booking terms and to pay all sums due in full.
- I agree to pay for the cost of reinstatement for any damage to property caused as result of this hire.
- I understand that I must return all keys on the agreed date of my final booking, to a member of staff.
- I confirm that I am an authorised signatory for the organisation affecting the hire and that I am duly empowered to enter into this agreement.

Signature of hirer/authorised representative of the Hirer:

Print Name:.....Date:.....

Signature of Headteacher.....

Print Name:.....Date:.....

Appendix B

Terms and Conditions of Hire for Hawridge and Cholesbury CE School

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. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. 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.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested, shall provide of copy of the relevant insurance certificate to the school no less than 7 days before the start date of the licence.
10. 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.
11. The hirer shall indemnify and keep indemnified the school from and against:
 - a) Any damage to the premises 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 licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
12. Save that nothing in the licence 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.

13. The school reserves the right to cancel any letting if the accommodation is required for urgent official or school business. In these circumstances, every effort will be made to advise the hirer as soon as possible
14. Any cancellations made by the school will be refunded/rescheduled in conjunction with the hirer.
15. Any cancellations by the hirer received with less than 7 days notice will not be refunded.
16. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
17. 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.
18. The hirer will clean their own equipment brought into the premises.
19. Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required.
20. Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building
21. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the school.
22. Images, recordings or any other media taken of the facilities for print, visual or social media must first approved by making an application to the School Business Manager
23. No smoking, including vaping and/or the use of e-cigarettes are allowed on the premises.
24. Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. The Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure.
25. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid, without affecting any other right or remedy available to the school under the licence or otherwise.
26. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and shall not allow this to be breached.
27. Hirers are responsible for the safety and security of the areas that they operate in and for instructing and restricting access to non-hire areas.
28. The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for use of any third-party intellectual property.
29. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
30. All portable electrical items used on the premises, must be tested and certified as compliant with current Portable Appliance Testing regulations.

31. If the hirer intends to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are to be permitted, hirers must consult the school's representative in advance to ensure that the school's premises are adequately licensed for the purpose before submitting an application.
32. Alcohol must not be sold or consumed on the premises unless specific approval has been given by the Headteacher. If approval is given for the sale or consumption of alcohol liquor, the responsibility for obtaining the necessary licence rests upon the hirer
33. BETTING, GAMING AND LOTTERIES Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.
34. Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.
35. The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.
36. Except in the case of trained guide-dogs for the blind, hearing dogs for the deaf and assistance animals shall not be permitted on the school premises.
37. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
38. The premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
39. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
40. 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 licence
41. Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available on the school website or the hirer's own complaints policy, depending on the nature of the complaint. It will be at the Headteacher's discretion which complaints procedure is followed.



Appendix C

Model template for approval of hire [school use]

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say [insert area] you've requested is available on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the terms and conditions already provided to you.

Based on the length of time and area requested, the full amount for the hire will be [insert amount and where relevant, explain that this includes an additional cleaning fee if applicable]. You can pay us by BACS payment. Please use -

Ref. 8253072 933210

Account name: Buckinghamshire Council Receipts.

Acc.no: 83177157

Sort code 20-74-38

Name of Bank: Barclays Bank

We request full payment of the fee at least 7 days prior to the hire. Please confirm, via email, that the payment has been made.

We'll also require you to submit to us:

- Proof of your public liability insurance
- Safeguarding and DBS information for any hire that is attended by children or young adults under the age of 18 years.

We've attached the following documents:

- Details of emergency evacuation procedures in the event of a fire/similar emergency
- Our Health and Safety Policy
-

Please make sure you're familiar with these before the date of hire. You can contact Helen King, School Business Manager, office@hcschool.uk with any questions about hiring the premises prior to the hire. Please contact [name of 'out of hours' contact] on [contact details] when the hire is happening if you require support with any issues.

Kind regards, [staff member]



Appendix D

Hawridge and Cholesbury CE School

Invoice No (insert no.)

Hawridge Common
Chesham HP5 2UQ

Invoice Date:(insert date)

Company:		
Address:		
Details	Amount Payable £	Total £
Hire of Sports Hall		
6.00 – 10.00 pm Tuesday, 19 January 2026	100.00	
TOTAL		

Please contact Helen King on 01494 758368 or via office@hcschool.uk should any queries on this invoice arise. Please make BACS payments

ref. 8253072 933210
Account name: Buckinghamshire Council Receipts.
Acc.no: 83177157
Sort code 20-74-38
Name of Bank: Barclays Bank