

Premises Hire Policy
Park Hill Infant School

October 2026

Version 1

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1	June 2025	Policy Created. Ratified by Full Governing Board on 07/07/2025.
1.2	Oct 2026 Nov 2026	Reviewed by Dawn Per and Stephanie Croucher. Equalities statement updated. Contents list added. No other changes needed. Approved at Full Governing Board meeting 16/11/2026.

Equality Statement for Park Hill Infant School

At Park Hill Infant School, we continue to teach our children about what it means to be strong, positive and productive members of society. We have always taught our pupils about equality and this remains an important part of our curriculum. We ensure that we always celebrate diversity, promote equality, demonstrate respect and stand together to challenge all forms of discriminatory language and behaviour.

We recognise that education is a vital tool for powerful, permanent and informative change. Our continuously evolving curriculum demonstrates our determination to use education to tackle issues of racism, homophobia and inequality. We strive to ensure our curriculum and supporting resources reflect values of inclusivity, diversity, equality and belonging. We do this by planning to meet the needs of gender, managing the needs of children with special educational needs, of children who are more-able, gifted and talented, of children with disabilities, of children from all socio-economic backgrounds, children from different ethnic groups, religion and cultural backgrounds, and of those from diverse linguistic backgrounds.

Contents

Equality Statement for Park Hill Infant School 1

Part A. Introduction: 2

Application process 2

Part B. Conditions and Regulations for Hiring Premises: 2

Part C. Liability and Insurance 3

Part D. Licensing and Legislation 4

Part E. Safeguarding 4

Part F. Cancellation 4

Cancellation by the School 4

Part G. Complaints Procedure 5

Monitoring arrangements 5

Appendix 1: Hire request form 6

Appendix 2: Confirmation of license template letter 8

Part A. Introduction:

This policy document applies to the letting out of facilities within the school.

In principle, the governing body supports the letting out of the school's premises, provided that:

- The School is indemnified against any liability related to, or arising from, the letting of any part of the premises.

The governing body recognises and seeks to promote the valuable role that the school can play in providing accommodation and/or facilities benefiting the local community.

The following, general conditions will apply to all lettings:

- Use of the premises must not interfere with the proper working of the school or impair its efficiency;
- The premises are to be used responsibly;
- The governing body reserves the right to exclude any person or group from using the premises should the proposed use be deemed unsuitable;
- Having regard to our duty under the Race Relations Act 1976 (but without prejudice to our duties under the Representation of the People Act 1983) the governing body will not let the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations;
- With the possible exception of events meeting special community needs, all lettings must cover the costs associated with keeping the premises open for that purpose;
- The governing body delegates responsibility for lettings to the Headteacher.

The governing body has agreed to define lettings under the following categories:

- School Lettings for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise;
- Community Lettings for other community activities which should be made on the basis of full cost recovery;
- Commercial lettings will be charged on a cost plus an income margin for the school.

The governing body, the Headteacher and the School Business Manager will review lettings at the school and the lettings policy annually.

Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in Part B.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the Headteacher and School Business Manager.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We 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.
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 or reputational damage may occur.

Part B. Conditions and Regulations for Hiring Premises:

1. Enquiries for premises shall be made direct to the school and applicants are advised to see the School Business Manager at the school in order to ascertain the suitability of the premises for the purpose of hire;

2. The school reserves the right to limit the number of people admitted to the premises. The school may cancel the hiring in respect of any period of hire in the event of the premises being required for educational or maintenance purposes of the Authority;
3. All applications for hiring must be made on the form supplied. No use of the premises by the hirer shall commence unless the cost of hire has been paid in full at least two weeks before the date required. Permission to use the premises is personal to the hirer who may not therefore assign it or sub-let the use of the premises;

4. All hiring is subject of the hirer occupying and vacating the premises at the stated times;
5. Use of the premises will not be granted for political purposes or the teaching of any party politics;
6. No smoking, vaping or gambling will be permitted;
7. Nails, tacks, screws etc., shall not be driven into any of the walls, floors, ceilings or fittings and no preparation shall be used for polishing the floors. No alteration or addition to the electrical installation shall be made and no equipment or apparatus is to be connected to it without prior consultation with the School Business Manager/ Site Manager;
8. Any furniture moved in any room shall be reinstated in its correct location prior to vacation. No furniture or apparatus shall be introduced without permission of the Headteacher/ School Business Manager;
9. No furniture, instruments or equipment belonging to the hirer may be left or stored on the premises;
10. In addition to the specified scale of charges, the School requires a deposit of £150.00 to be paid in advance, to secure the reparation of any damage which may be occasioned or any additional cleaning required should the premises be left in an unclean state. This deposit shall be returned to the hirer following the letting less any amount the school may deduct for repairing damage caused/additional cleaning required. Any damage exceeding £150.00 must be paid for in full;
11. The school does not undertake any responsibility for the loss of, or damage to, any goods or effects belonging to the hirer, and/or members of the organisations or associations, or to any other person present, whether by fire or other reason, nor for any injury to any person or persons attending the premises for whatever cause;
12. Hirers must leave the school clean and tidy – the floor to be swept, wet mopped, carpets vacuumed and rubbish removed;
13. Hirers must observe fire and safety regulations. On hearing the fire alarm (a continuous ringing of the bell), hirers are advised to evacuate the building as quickly as possible and to assemble in the car park and call the emergency services (dial 999);
14. Licenses. Where necessary, any licenses required for public dancing, entertainment, or music must be strictly adhered to. It is the duty of the Hirer to ensure they understand and are able to comply with all such regulations and requirements;
15. Damage. The Hirer shall indemnify and keep indemnified the school and the governing body from and against all losses and damages arising as a result of the letting of the premises. The Hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise;
16. Injury or loss. It is the responsibility of the Hirer to inform the governing body, in writing within 24 hours, of any person or persons sustaining injury or loss on the premises during the letting;
17. Alcohol may not be sold unless a magistrate's license has been applied for, granted and shown in advance to the governing body. It is the Hirer's responsibility to ensure that the consumption of alcohol is moderated.
18. Copyright. The Hirer shall indemnify and keep indemnified the school and the governing body against any breach or infringement of copyright, in relation to the performance of material or delivery of any work in which a copyright exists;
19. Right of access. The school and the governing body reserve all rights of access;
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.

Part C. Liability and Insurance

1. The hirer shall indemnify the governors of Park Hill Infant School and Croydon Borough Council against all claims for damages, compensation and/or costs in respect of:
    a. bodily injury or illness to Third Parties and/ or;
    b. damage to third party property caused by or arising out of or being incidental to the hirer's use of the premises.

2. The hirer shall be responsible for loss or damage to the school premises and contents therein. Minor damage will result in the loss of part or all of the hirer's deposit;
3. All hirers must have Public Liability Insurance and a copy of the certificate must be handed to the school before the event or a charge of 15% (already included in party letting fee) will be made to cover the cost of Liability insurance to be covered by the school.

Part D. Licensing and Legislation

1. The governors do NOT hold licences for public dancing, music or any other public entertainment or public performance of plays;
2. The hirer shall be responsible for obtaining any licence required and shall produce the licence for inspection prior to the hiring date. The hirer shall be responsible for complying with the terms of any such licence;
3. The hirer indemnifies the governors and Croydon Borough Council against any breach of this condition.

Part E. Safeguarding

1. Park Hill Infant School is dedicated to ensuring the safeguarding of our children and all young people at all times. It is the responsibility of the hirer to ensure that their own safeguarding measures are in place while hiring school space;
2. Any failure from the hirer in this respect will result in the hire being terminated.
3. If those hiring the premises will come into contact with our current pupils, we will ask for confirmation that the hirers have had the appropriate level of DBS check. In addition, the hirer shall ensure that where a hiring involves activities for children they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks;
4. If you need an example of a safeguarding policy take a look on our website and adjust our policy for your own needs;
5. The school reserves the right to require the hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional safeguarding requirements they consider appropriate in connection with the hiring;
6. If for any reason the school is not satisfied, then they reserve the right to cancel any hiring and there shall be no liability to the hirer other than to refund any hiring fee or deposit paid.
7. The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

The latest guidance can be found at: http://publications.education.gov.uk

Part F. Cancellation

Cancellation by the Hirer

1. The School Business Manager must be notified of any cancellation at the earliest possible opportunity;
2. Where notification has been received at least 4 weeks prior to the date of the let, the letting fee will be refunded in full apart from a set administration charge of £10 which will retained to cover administrative costs;
3. Where notification has been received between 2 and 4 weeks prior to the date of the let, the Hirer will be entitled to a 50% refund only;
4. Where notification of cancellation is received less than 2 weeks prior to the date of the let no refund will be given.

Cancellation by the School

The governing body reserves the right to cancel any letting, (whether confirmed or not), without prior notice and without compensation or refund, if:

1. it suspects that any of the terms and conditions of hire or use have been broken by the Hirer, or any person organising any function or event;
2. any conditions of this policy or those printed on the form *have* been broken or are likely to be broken, *by any* person attending any function or event, or connected with the function or event in any way;
3. any damage has been caused to the premises;
4. any breach of licensing conditions occur.

The governing body also reserves the right to cancel any letting if:

1. the premises are required *by any* body or person having a statutory right to use them;
2. the school is closed or becomes closed.

In the event of cancellation by the school (for the reasons defined in points 1. or 2. above), any fees paid in respect of the letting will be refunded. The governing body will endeavour to notify the Hirer at the earliest possible opportunity, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.

Please Note:

- The above conditions apply for cancellation of all or part of a letting;
- Where the Hirer makes a permanent cancellation during the course of a letting agreement, the governing body reserves the right to determine whether any refund should be offered, and the amount thereof. No compensation will be available. The administration charge will still stand.

Part G. Complaints Procedure

Each company will have their own complaints procedure to follow regarding complaints.

If the school wishes to make a complaint regarding a letting:

- A representative of the Headteacher will verbally raise the concern with the Hirer;
- The situation will be monitored for an agreed period of time to allow the issues to be addressed;
- If the situation remains unresolved, the Hirer will receive written notification of the concern and an agreed period of time will be given to allow the Hirer to address the situation;
- Thereafter, if the matter remains unresolved, formal notice of termination will be sent to the Hirer, effective 72 hours from the date of the letter of notification.

If the school receives a complaint, regarding a Hirer, from a third party:

- The governing body will be notified of the complaint;
- The matter will be investigated by the Headteacher or Deputy Headteacher and a written response will be sent to the complainant within 10 working days.

Where action by the Hirer is required in response to a complaint received by the school:

- The Hirer will be notified of the complaint and will be given the opportunity to rectify the cause;
- If the complaint remains unresolved after 10 working days, the Hirer will be notified in writing that s/he must address the complaint over the following 10 working days, or accept notice of termination of the letting agreement;
- Thereafter, if the matter remains unresolved, formal notice of termination will be sent to the Hirer with immediate effect.

If the Hirer wishes to make a complaint:

- All complaints should be raised and discussed with the Headteacher or Deputy Headteacher (who may forward the complaint to the governing body).

I read and understood all parts (A – G) of the document and agree to comply with the above conditions.

Signed:…… Date……

Monitoring arrangements

We will review and update this policy when 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.

Appendix 1: Hire request form

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, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact Dawn Per – School Business Manager.

Name of applicant/organisation and company number (where applicable):	
Position within company:	
Applicant contact details:	Address: Phone no: Email address:
Preferred method of contact:	
Purpose/activity of organization:	
Part of the premises requesting to be hired:	
Date and time of hire:	Date(s):_____ Time from:_____ Time to:_____
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks):	
Number of expected participants in the activity:	Adults:_____ Children:_____
Additional equipment you will require from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible);	
Additional equipment you will be providing yourself:	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Name _____ Date _____

Signature _____

Please return this form via email to Dawn Per via finance@parkhill-inf.croydon.sch.uk or to the school office at Park Hill

Infant School, Stanhope Road, Croydon CR0 5NS We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.

INFORMATION FOR HIRERS

Capacity and charging rates

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

AREA	CAPACITY	COST
Individual hire of hall – including use of toilets in main corridor for adults and children Floor area of hall in square metres is 148.73	Occupancy of hall is 297 persons when seated, 30 persons for an activity.	£30.00 per hour *(Times to be hired should include time to set up and tidy up)*
Individual hire of outdoor playgrounds – including use of toilets	N/A	£20.00 per hour *(Times to be hired should include time to set up and tidy up)*
Individual hire of hall and 1 classroom – including use of toilets in main corridor for adults and toilets in classroom for children	Occupancy of hall is 297 persons when seated, 30 persons for an activity. Classrooms usually accommodate for up to 30 children and 2/3 adults.	£50.00 per hour *(Times to be hired should include time to set up and tidy up)*
Holiday camps (sports) including use of hall, playgrounds and 1 classroom (for lunch) – including use of toilets	Occupancy of hall is 297 persons when seated, 30 persons for an activity. Classrooms usually accommodate for up to 30 children and 2/3 adults.	£250.00 per day (9am – 3pm)
Additional charges per item:		
Tables	£2.50 per table	
Chairs	50p per chair	
Benches	£1.00 per bench	
Dining tables with 16 seats	£5.00 per dining table	

Rates to be individually assessed for weekly/regular lets. The Headteacher/ Business Manager may reduce or waive fees at their discretion if it is deemed to be to the benefit of the school, pupils or the local community.

In summary, to hire the facilities at Park Hill Infant School you will be required to present two things:

- £150.00 deposit (returnable) cheques made payable to "Park Hill Infant School"
  (this deposit will be returned providing there are no disputes over damage, spillage etc.)
- Payment for the hire charge

Note: If the hirer over runs the times of the hire agreement, Park Hill Infant School reserves the right to charge an additional £15 per half hour.

Appendix 2: Confirmation of license template letter

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the 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 license to you to use the area for the purpose set out in your request form, subject to the [enclosed terms and conditions/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]. You can pay us cheque made payable to "Park Hill Infant School." We request full payment of the fee by [insert date].

We'll also require you to submit to us:

- Proof of your public liability insurance – if applicable;
- Relevant licensing – if applicable;
- Health and safety training and procedures, including risk assessments (including how fire safety and first aid will be managed) – if applicable;
- Safeguarding policies, checks and training – if applicable;
- Suitable adult-to-child ratios – if applicable;
- Any required registrations (e.g. Ofsted registration, if applicable);

We will provide you with:

- Details of emergency evacuation procedures in the event of a fire/similar emergency;

Please make sure you're familiar with these before the date of hire.

You can contact Mrs Per, School Business Manager, with any questions about hiring the premises.

You may wish to have an additional 'out of hours' contact/contact details for when the hire is happening if the person is hiring the premises outside of school hours, unless you plan to have a member of staff on site to provide support with any issues.

Kind regards,
[staff member]