

# **Garlinge Primary School and Nursery**



## **Lettings Policy**

**May 2025**

## Contents

1. Aims .....	3
2. Areas available for hire .....	3
3. Charging rates and principles.....	4
4. Application process.....	4
5. Terms and conditions of hire .....	4
6. Safeguarding .....	6
7. Health, Safety and Condition of Premises .....	6
Appendix 1: Hire Request Form .....	8

## 1. Aims

We aim to:

- Make sure Garlinge Primary School and Nursery (GPSN) 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 to interfere with the school's primary purpose of providing education to its pupils.

## 2. Areas available for hire

### 2.1 Available areas

The school will permit the hire of the following

areas: ➤ Sports hall

➤ Playing field

➤ Lower KS2

playground ➤ KS1

playground

➤ KS1 hall

➤ KS2

hall

➤ ICT space

/Cabin ➤

Changing rooms

### 2.2 Capacity and charging rates

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

AREA	CAPACITY	COST
Sports hall	200 Seated	£40 per hour
Playing field (3 mini pitches)	Approx. 8700 m2	£25 per hour per pitch
Lower KS2 playground	Appox.2000m2 2 x Netball/Basketball courts with other sports markings	£20 per hour
KS1 playground	Approx. 1300m2 Tarmac play area. Artificial surface with climbing and play equipment	£15 per hour
Key Stage 1 hall	100 Seated	£30 per hour

Key Stage 2 hall	120 Seated	£35 per hour
ICT space /Cabin	Training space for approx. 10 people	£15 per hour
Changing room	2 available	£15 per hour

### **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.

#### **3.2 Cancellations**

We reserve the right to cancel any agreed hiring with a minimum of 2 weeks' notice. 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.

The hirer of the premises can cancel any hire with a minimum of 2 weeks' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

#### **3.3 Review**

The revenue raised from hiring out will be reviewed and will be fed into the school's financial reporting, to ensure best value is being achieved.

### **4. 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 section 5.

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 Facilities 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 their 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.

We may request a non-refundable deposit of 25% of the entire letting cost to secure the booking.

### **5. Terms and conditions of hire**

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 and must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 1 week before the start date of the licence. The hire will not continue without the relevant certificates.
9. 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.
10. The hirer shall indemnify and keep indemnified the school from and against:
  - a. any damage to the premises or school 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.
11. 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.
12. Any cancellations by the hirer received with less than 2 weeks' notice will not be refunded.
13. Any cancellations by the school made with at least 2 weeks' notice will not be refunded.
14. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
15. 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.
16. 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.
17. 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 to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
18. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
19. 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.
20. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
21. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
22. The school's 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.
23. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.

24. 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.
25. The right of entry to the hired premises at any time during the hiring is reserved to GPSN staff.

## **6. Safeguarding**

We are dedicated to ensuring the safeguarding of its pupils at all times.

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.

## **7. Health, Safety and Condition of Premises**

The hirer/hirers shall during the hiring be responsible for:

- a) taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded, and to ensure that suitable means of escape are available for those attending;
- b) the efficient supervision of the hired premises and for the orderly use thereof including the observance of the non-smoking policy anywhere on School premises;
- c) ensuring that all doors giving access from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises
- d) ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned;
- e) familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire- fighting equipment and the establishment's exit routes;
- f) ascertaining the location of the nearest emergency telephone;
- g) the provision of a suitable first-aid kit;
- h) compliance with the Food Safety Act where catering facilities are involved.

The hirer shall at the end of the hiring be responsible for:

- a) ensuring that the hired premises are vacated promptly and quietly;
- b) ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state;
- c) returning the furniture and other moveable equipment to their original positions Failure to comply with these conditions may lead to additional charges.

placards, decorations or other articles be fixed thereto.

No alterations or additions to any electrical installations either permanent or temporary on the hired premises may be made without written consent. Electrical apparatus must be switched off after use and plugs removed from sockets.

The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to our satisfaction and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the hirer.

It is understood and agreed that GPSN does not, either expressly or by implication, warrant the premises to be fit or suitable for any sporting or recreational purpose for which the hirer intends to use them but rely entirely on the skill, knowledge and expertise of the hirer in choosing so to use them and require the hirer to discontinue that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or spectator to that sport or recreation or any other person is in danger of suffering injury, loss or damage.

Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, GPSN will not be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:

- a) any damage or loss of any property brought on to or left upon the hired premises either by the hirer or by any other person;
- b) any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer;
- c) any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled; and the hirer shall be responsible for and shall indemnify GPSN against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

Smoking anywhere on our sites or grounds is prohibited.



## 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 the Facilities Manager.

Name of applicant/ organisation and company number (where applicable)	
Applicant contact details	Address:  Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date(s) and times of hire	
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	
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 [lettings@garlinge.kent.sch.uk](mailto:lettings@garlinge.kent.sch.uk). 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.