



# Larwood Academy Trust

**Chair of Trustees:** Daniel Login |BA (Hons)|

LARWOOD DRIVE, STEVENAGE, HERTFORDSHIRE, SG1 5BZ  
**Email:** [admin@larwood.herts.sch.uk](mailto:admin@larwood.herts.sch.uk) **Telephone:** 01438 236333  
**Website:** [www.larwoodacademytrust.co.uk](http://www.larwoodacademytrust.co.uk)



**Larwood School**

**Brandles School**

**Executive Headteacher:** Mr Pierre van der Merwe |BA, NPQH|

**Headteacher:** Mr Paul Smith |BA (Hons), AVCM|

## Version Control

V1.1	January 2024	Name change and added in places to hire and the costs/day rate and half day rate.



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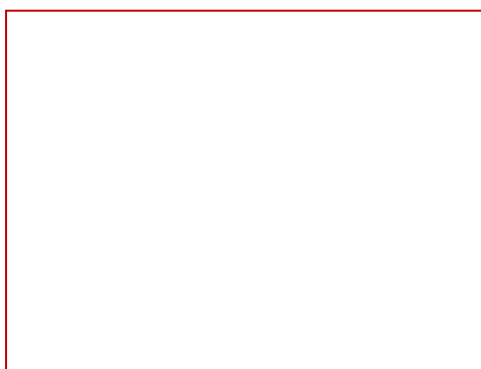
**Dan Login**

Chair of Trustees

**Pierre van der Merwe**

Acting Executive Headteacher

# PREMISES HIRE POLICY



Policy Number: 74

Review Committee: Finance and Resources

Type of Policy: Statutory

Review Period: Annually

Approved: January 2024

Next Review: January 2025

## **LARWOOD ACADEMY TRUST – PREMISES HIRE POLICY**

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## LARWOOD ACADEMY TRUST – PREMISES HIRE POLICY

### 1. AIMS AND SCOPE

This version of our policy applies while COVID-19 remains a risk and when the risk subsides. 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, within current legislation and following government guidelines 2.

### AREAS AVAILABLE FOR HIRE

#### 2.1 Available areas

The schools will permit the hire of the following areas:

- Main school hall at each school
- Sports hall at Brandles
- Playing fields at Larwood
- Astro at Larwood
- Play Barn at Larwood

The type of activities allowed in these areas will depend on latest national and local government guidance on COVID-19, including on protective measures and social distancing and if such measure do apply they will be discussed directly at the time.

#### 2.2 Capacity and charging rates

All capacity numbers below will be subject to the latest government guidance and local guidance on COVID-19, including protective measures and social distancing for the activity that is taking place.

### 3. CHARGING RATES AND PRINCIPLES

#### 3.1 Rates

AREA	HOURLY RATE	HALF DAY RATE (4 hrs)	DAY RATE (8 hrs)
Larwood Main Hall	£20	£70	£135
Brandles Main Hall	£20	£70	£135
Brandles Sports Hall	£20	£70	£135
Larwood Playing Fields	£20	£70	£135

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Registered office:

C/o Larwood School, Larwood Drive Stevenage, Hertfordshire. SG1 5BZ, UK. Company Number: 10359418

Telephone: 01438 236333 Email: [admin@larwood.herts.sch.uk](mailto:admin@larwood.herts.sch.uk)

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Larwood Play Barn	£20	£70	£135
Larwood Astro	£20	£70	£135

Prices are £20 per hour, with an additional £100 deposit, returnable after the event has taken place. For a half day (4 hours) we offer a rate of £70. For a full day (8 hours) we offer a rate of £135. To book for an extended full day (8 + hours) we offer a rate of £200.

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 decide to impose an additional cleaning fee on top of the hiring rates.

Rates are also subject to inflation and may be increased to reflect specific increased running costs, such as energy costs.

The School Hall and Play Barn are available between 4:30pm and 10pm Monday-Friday, and on weekends and in School holidays between 6.00am and 11:00pm.

The Playing Field and Astro are available between 3:30pm – 8pm Monday - Friday (depending on day light as no lighting) and 8:00am – 8:00pm on weekends (depending on day light as no lighting)

### 3.2 Cancellations

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

In the case of cancellations relating to COVID-19, either by the hirer or by the school, as much notice needs to be given as is reasonably possible.

### 3.3 Review

The revenue raised from hiring out will be reviewed by the **Head of Finance and Operations (HFO)** 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 **HFO**.

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. All forms and a returnable deposit will need to be paid x days in advance of the booking. We will also send on details of the emergency evacuation

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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, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

### **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. This includes any aspects related to Covid 19 or any other pandemic/Gov enforced regulations due to specific circumstances at any time.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide of copy of the relevant insurance certificate 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 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

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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. Any cancellations by the school made with at least four weeks' notice period, or in the case of cancellations relating to COVID-19 with as much notice as is reasonably possible, will be refunded.
14. Any cancellations by the hirer received with less than four weeks' notice, or in the case of cancellations relating to COVID-19 with less than a reasonable notice period will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. 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.
17. The hirer will clean all touch surfaces (door handles, light switches, window catches, toilet handles and seats, wash basins and all surfaces used during the period of hire) before use by any other hirer or the school. School equipment should ideally not be used by hirers; if it is then it must be thoroughly cleaned after use or left in 'quarantine' for 72 hours before being used by the school / other users.
18. 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
19. 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.
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.
21. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third-party intellectual property.
22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running. This includes a risk assessment for COVID-19.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. The hirer and the individuals participating are responsible for adhering to the latest government guidelines on COVID-19 and social distancing at all times.
25. 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.
26. This licence shall be governed, construed, and interpreted in accordance with the laws of England and Wales.
27. 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.

### **6. SAFEGUARDING**

The school is 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.

To ensure the highest level of Safeguarding possible, we will ask to see appropriate documentation for events such as classes and clubs involving children. This will include evidence of DBS checks for all staff, Child Protection procedures, Safeguarding policy/procedures and any relevant risk assessments. These documents would be needed at least 7 days in advance of the first session at school and would be checked by the schools Deputy Head/DSP. If they prove to not be satisfactory, the booking will not be allowed to take place. Feedback and advice may be given to help rectify any minor issues but ultimately this will be the responsibility of the Hirer.

### **7. 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, such as where COVID-19 is no longer a risk. Safeguarding documents as noted above will also be reviewed annually.

Any updates to this policy will be shared with all Trustees.



## LARWOOD ACADEMY TRUST – PREMISES HIRE POLICY

### 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 **Francesca Lewis, the Governance and Operations Assistant 01438 347380.**

Name of applicant/organisation and company number (where applicable)	
Applicants contact details Address:  Phone no: Email address:	
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first 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 <b>Please note:</b> these numbers must adhere to latest government guidance on social distancing	
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)	

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Additional equipment you will be providing yourself	
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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 [Francesca.lewis@larwood.herts.sch.uk](mailto:Francesca.lewis@larwood.herts.sch.uk) or to the school office at Larwood School or Brandles School. 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.