



Holmer Green Senior School

Lettings Policy

November 2025

HOLMER GREEN SENIOR SCHOOL

SCHOOL POLICY ON THE HIRING OF SCHOOL PREMISES

INTRODUCTION

The Governing Body is committed to making every reasonable effort to ensure the school building and grounds (premises) are available for community use.

1. Definition of a Hiring

A hiring may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a hiring fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

2. APPLYING TO USE THE SCHOOL AND SETTING CHARGES

All lettings at HGSS are managed by a Third Party specialist company – Bookings Guru.

BOOKINGS GURU are responsible for dealing with all enquiries and maintaining the timetable for all lettings at the school. Once approved, all lets at the school are covered by insurance arrangements with BOOKINGS GURU and in addition HGSS has third party hirer and loss of earnings insurance with the RPA insurance scheme.

HGSS staff are on site during all lets with full responsibility for school security together with the Health & Safety responsibility for all personnel on site.

Charges are set by BOOKINGS GURU working on commercial rates applied in other schools in the area. As a national organisation they are responsible for all advertising of school premises' availability and have multiple arrangements with many large organisations who are regularly working in schools.

HGSS staff have access to the BOOKINGS GURU Booking website so that the school remains informed of all planned lets and so that any clashes can be identified in good time.

3. COMPLAINTS

Any complaints arising from a hire agreement will be dealt with initially by BOOKINGS GURU staff. Where the complaint concerns the organisation of the letting then BOOKINGS GURU will be expected to resolve the matter in entirety. Where the complaint relates to the school's premises or another school matter then this will be managed using the school's complaints procedure.

4. STATUS OF THE HIRER

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

5. DBS check

It may be necessary for the hirer to undergo a criminal records check via the DBS Service. If a particular letting involves contact with children and young people, it is the responsibility of the hirer to ensure that they have complied with the DBS Code of Practice and any relevant Buckinghamshire Safeguarding Children Board requirements.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records in line with the DBS Code of Practice and report to the school any safeguarding concerns

which may arise. BOOKINGS GURU will be expected to ensure such checks have been carried out and the Hirer will be required to provide evidence that DBS checks have been carried out on request.

6. INDEMNITY AND INSURANCE OF HIRERS

Unless specifically agreed, the insurance cover shall provide a limit of indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the hire of the premises. Third Party Hire insurance is also covered by the School's RPA insurance policy with the DfE.

HGSS shall not be responsible for any injury to persons or damage to property arising out of the letting of the premises.

7. STATUTORY REQUIREMENTS

The hirer must not permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

8. LICENSES AND PERMISSIONS

The hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the school the licences they hold.

Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's Licence authorising entertainment, or by applying for a Temporary Event Notice

The Headteacher must be given at least four weeks' notice of a stage play production. The Hirer must obtain a Temporary Event Notice from the local Licensing Authority. The requirement is for the notice to be received by the Licensing Authority and the Police a minimum of 10 **working** days before the planned event but not including the day of the delivery of the notice or the day of the event.

For more information on licensing please contact Buckinghamshire Council on:

<https://www.buckinghamshire.gov.uk/business/business-licences-and-permits/alcohol-and-entertainment-licences/>

It is the responsibility of any hirer to ensure that all copyright licences have been obtained to cover planned activities.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the HGSS against all sums of money which the HGSS may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

9. PUBLIC SAFETY

All conditions attached to the granting of the licence, stage play or other licences and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times;
- b) the emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
- c) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- d) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher;
- e) the hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available;
- f) performances involving danger to the public shall not be permitted;
- g) highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the governing body;
- h) no unauthorised heating appliances shall be used on the premises;
- i) all electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The governing body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.
- j) adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

10. The Hirer's Responsibilities

The hirer or BOOKINGS GURU must inform the school of any fault, damage or other problems with the premise or equipment encountered during the hiring.

No part of the premises are to be used otherwise than for the purpose of the premises requested.

No part of the premises requested are to be used for any unlawful purpose or in any unlawful way.

11. Own Risk

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

12. First Aid Facilities

It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not permissible.

13. Furniture and Fittings

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.

Hall/Sports 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.

14. Food and Drink

No food and drink may be prepared* (see note below) or consumed on the property without the direct permission of the Headteacher in line with current food hygiene regulations.

15. Kitchen/Food preparation*, Facilities and Equipment

Third parties shall only be permitted to share use of kitchens and/or equipment where a member of the school's staff is available to supervise such use and subject to reimbursement of the resultant staff costs.

A 'Slip Kitchen' - where only a kettle and washing up facilities are available, can be used by a hirer without supervision.

16. Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Headteacher/Governing Body, whose written consent must also be obtained prior to seeking any Temporary Event Notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the hiring.

17. Smoking/Vaping

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

18. 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.

19. Nuisance/Disturbance

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.

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

20. Rules

The hirer shall comply with any rules and regulations which the Governing Body may make from time to time.

21. Sub-Letting

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

22. Storage Ancillary to the Hiring

The permission of the Governing Body/Headteacher must be obtained before goods or equipment are left or stored on the premises, except that the Headteacher is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

23. Loss of Property

The Governing Body cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

24. Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the School. **In particular 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. Toilet Facilities

Access to the designated school's toilet facilities is included as part of the hire arrangements.

26. Right of Access

The Governing Body reserves the right of access to the premises during the hiring for emergency or monitoring purposes. (The Headteacher or members of the governing body from the **Finance, Premises, Health & Safety Committee** may monitor activities from time to time.)

27. Vacation of Premises

The hirer shall ensure that the premises are vacated promptly at the end of the hiring session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

Reviewed by the Governing Body November 2025

Next Review: November 2028