



**Education
Partnership
Trust**

Creating outstanding schools
which transform learning, lives
and communities

PREMISES HIRE POLICY



Document Control

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1.0 AIMS

We aim to:

- 1.1. Ensure the school’s premises and facilities can be used, where appropriate, to support community or commercial organisations with the priority being to support activities relating to children.
- 1.2. Allow the hiring of the premises without using the school’s delegated budget to subsidise this.
- 1.3. Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school.
- 1.4. Not let any hiring of the premises interfere with the school’s primary purpose of providing education to its pupils.

2.0 AREAS AVAILABLE FOR HIRE

2.1 The School will permit the hire of the following areas:

- Sports Hall
- Activity Studio
- All Weather 3G Pitch
- Gym
- Main Hall
- Multi Use Games Area (MUGA)
- Library
- Classrooms
- Playing Fields

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

Area	Capacity	Cost (Per hour)
Sports Hall	Based on activity	£40*
Activity Studio	Based on activity	£25* Full studio £10 Badminton £3 Table Tennis
All Weather 3G Pitch	Based on activity	£75* Full Pitch £35* Third Pitch £30* Quarter Pitch
Gym	Based on activity	£10 per month membership
Main Hall	Based on activity	£25
Multi Use Games Area (MUGA)	Based on activity	£25
Library	Based on activity	£20
Classrooms	Based on activity	£20 per classroom
Playing Fields	Based on activity	Price based on application

* New charges to take effect from 1st September 2025.

3.0 CHARGING RATES AND PRINCIPLES

3.1 Rates

The rates for hiring out different areas are listed in the table 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

The School reserves the right to cancel any agreed hiring with a minimum of seven (7) days' 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 may cancel any hire with a minimum of seven (7) days' 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 by the School Business Manager and will be fed into the school's financial reporting, to ensure best value is being achieved.

4.0 APPLICATION PROCESS

4.1 Those wishing to hire the premises should log into

<https://schoolhire.co.uk/blackburn/pleckgatehigh> create an account and book their requested facilities online through the website. All customers must read the terms and conditions of hire set out in Section 5.

4.2 Approval of the request will be determined by either the School Business Manager, Communication & Engagement Manager or the Lettings Assistant.

4.3 If the request is approved, the hirer will receive confirmation via email sent by School Hire. A payment plan will then ensure that the hirer's bank account is debited with the amounts originally agreed when they selected the date and facilities they wished to hire. Details of the emergency evacuation procedures can be found in Appendix 1. The hirer will also need to provide proof of its public liability insurance.

4.4 The School reserves the right to decline any requests at its absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

5.0 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.

5.1 'Hirer' means the person or entity identified in the relevant hire request form.

- 5.2 The hirer shall pay the full amount as stipulation 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.
- 5.3 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.
- 5.4 The hirer shall not sub-licence any of the premises under the licence.
- 5.5 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.
- 5.6 Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
- 5.7 The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
- 5.8 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 seven (7) days before the start date of the licence.
- 5.9 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.
- 5.10 The Hirer shall indemnify and keep indemnified the school from and against:
 - Any damage to the premises or school equipment.
 - Any claim by any third party against the school.
 - 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.
- 5.11 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.
- 5.12 Any cancellations by the hirer received with less than seven (7) days' notice will not be refunded.
- 5.13 Any cancellations made by the school with at least seven (7) days' notice, will be refunded.
- 5.14 The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.

- 5.15 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.
- 5.16 The hirer shall not display any advertisement signage, banners, posters or other such notices on the premises without prior written agreement from the school.
- 5.17 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.
- 5.18 The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
- 5.19 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.
- 5.20 The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
- 5.21 The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
- 5.22 No intoxicants/drugs shall be brought onto or consumed on the premises. Any person thought to be under the influence of alcohol or drugs will be refused admittance.
- 5.23 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.
- 5.24 This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
- 5.25 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.

6.0 SAFEGUARDING

- 6.1 The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.
- 6.2 It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.
- 6.3 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.
- 6.4 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.

- 6.5 The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the School's Lettings Assistant as soon as reasonably practicable.
- 6.6 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).

7.0 MONITORING ARRANGEMENTS

- 7.1 When a hirer commits to a full year booking of 52 weeks, the school will review this 3-months prior to the last booked date. If both the hirer and the school wish to continue for a further year then a new booking will be placed. If the school does not wish for the hirer to continue for a further year then they can end the booking after the current booking dates have been completed and advertise this space for a new hirer.
- 7.2 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

8.0 FIRST AID FACILITIES

- 8.1 There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, which may include the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. It is recommended that the hirer has access to a mobile phone at all times throughout the letting to cover any emergency event.

9.0 EMERGENCY EVACUATION

- 9.1 Out of School Hours fire drills are always treated as a full evacuation and the Assembly Point is located at the front of the school at the bike shed. Please see Appendix 1 for further details.

APPENDIX 1: FIRE EVACUATION

Fire Evacuation Procedure (Lettings)

The hirer will be responsible for ensuring that all people related to their letting are aware of the evacuation procedure and will be able to identify whether all their users have exited the building. The Lettings Officer will take charge of the evacuation and will ask the hirer to confirm that everyone they have responsibility for is accounted for.

Discovering a Fire

- You must immediately operate the nearest alarm by breaking the glass at a fire alarm point. If a child discovers the fire they will know to tell an adult. The location of fire alarm points, Fire Exits and Fire Extinguishers is highlighted in the diagram at the end of this section.
- Shout for assistance and, if safe to do so, attack the fire with the correct fire extinguisher.
- Leave the building quickly and calmly by the nearest fire exit. Do not stop to pack up your personal belongings.
- Alternative arrangements are organised for those who may have impaired mobility or other disabilities. Please ensure you make the Lettings Officer aware if any of your group may require this support when attending your booking.
- Do not re-enter the building until told to do so.

If you hear a fire alarm, DO NOT QUESTION ITS VALIDITY and leave the building.

Moving out of the building

- If you have a register, take it with you.
- On leaving the room, close the windows, switch off all electrical and gas appliances.
- Leave your bags and personal belongings in the room.
- Close the door. Remain calm but walk quickly, quietly and orderly to the nearest fire exit.
- When moving along corridors and stairs close all the Fire Doors behind you.
- Make you way towards the bike shed at the front of school.

Reaching the Assembly Point

- Once at the assembly point please make the Lettings Officer aware if you are missing any member of your group.
- Once the Lettings Officer and Caretaker have ensured that it is safe to return you can lead your group back to continue with your letting use.

Putting out a Fire

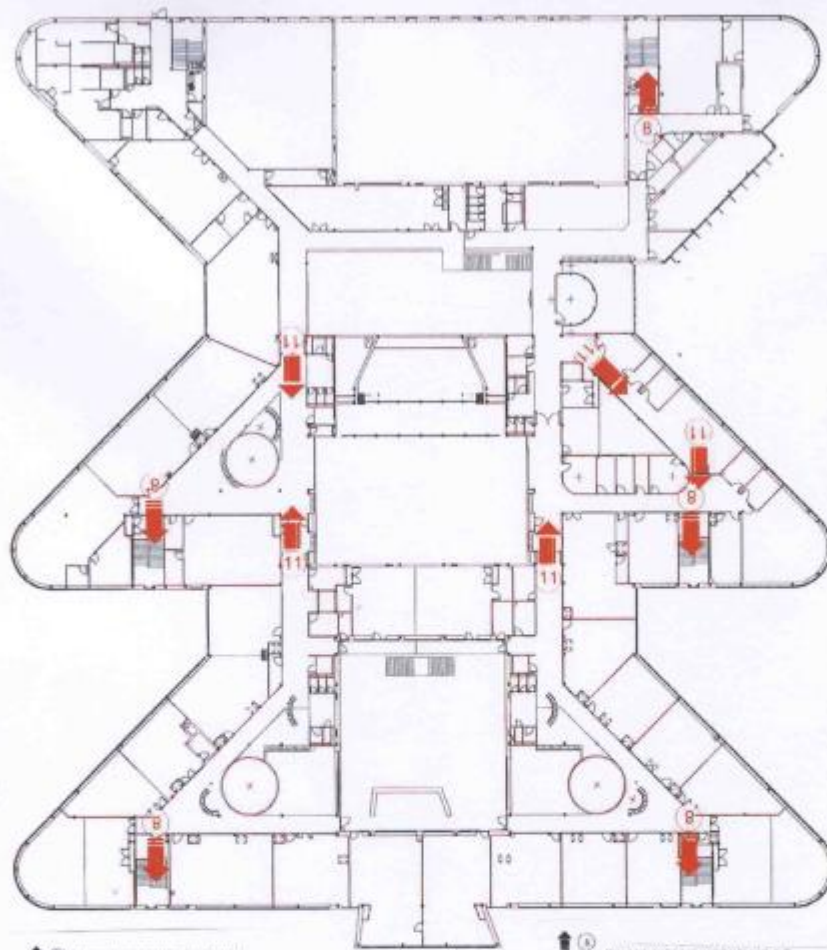
It is essential that the correct fire extinguisher is used. Please do not use water on fires involving flammable liquids or electricity and that water or carbon dioxide should never be used on fire involving burning metals.

KNOW YOUR FIRE EXTINGUISHER COLOUR CODES B.S.EN3					
Fire Risk	WATER	FOAM	POWDER	CO ₂ CARBON DIOXIDE	WET CHEMICAL
Use on Wood, Paper or Textile Fires	✓	✓	✓		✓
Use on Flammable Liquid Fires		✓	✓	✓	
Use on Gaseous Fires			✓		
Use on Cooking Oils and Deep Fat Fires					✓
Use on Electrical Fires			✓	✓	

Fire Precautions

- There will be three fire drills a year (one per term) with the first in September of each year.
- Fire Exits and escape routes to be checked by the Site Supervisors of Equans. Any required maintenance will be carried out by Equans.
- Equans is responsible for ensuring that fire extinguishers etc are maintained, keeping records of equipment inspections and organising annual checks. Any problems with equipment encountered during the year to be immediately notified to Site Supervisors.
- Site Supervisors will conduct regular testing on fire alarms and emergency lighting (at times other than the 3 fire drills). They will also keep a record for these fire alarm and emergency light testings.
- Site Supervisors will also ensure that the Fire Safety Log Book and fire equipment test records from contractors are kept up to date and available for inspection.

Access Strategy Plan – GF Level



- A** Access using door opening. Sliding door to be connected to fire alarm system with automatic release in open position. Manual activation to be either externally or push-button panic release internally. Non smoke holding internally & burst-open release internally. With Safety Escape.
- B** Motor-operated sliding door opening, with controller released, with hold open & lock down in emergency from reception. Sliding door to be connected to fire alarm system with automatic release in open position. With key lock or card release from secure holder side & Panic button push-open release from dining table side. With Safety Escape.
- C** Assisted Push-out doors controlled with one push stick internally and externally, with Maglock linked to the alarm. Maglock to be supplied with fail or card release internally & externally. Maglock with programmed release to provide access at specified times to the day etc. Panic push bar for emergency exit - with digging device to release lock - site managed.
- D** Maglock linked to fire alarm, maglock to be supplied with key lock or card release (internally & externally). Programmed release to provide access at specified times in the day etc. Panic push bar for emergency exit - with digging device to release lock - site managed.
- E** Maglock linked to fire alarm, maglock to be supplied with key lock or card release (externally), programmed to be locked out of time use. Single cylinder locking externally with burst lock release internally - site managed from the internally and lock internally.
- F** Maglock linked to fire alarm & fail panic bar for emergency exit doors to have hold open.
- G** Maglock linked to fire alarm, maglock to be supplied with key lock or card release (externally & internally). Programmed release to provide access at specified times in the day etc. Panic push bar for emergency exit - with digging device to release lock.
- H** Maglock linked to fire alarm, maglock to be supplied with key lock or card release (externally & internally). Programmed release to provide access at specified times in the day etc. Panic push bar for emergency exit - with digging device to release lock.
- I** Maglock linked to fire alarm, maglock to be supplied with key lock or card release (externally & internally). Programmed release to provide access at specified times in the day etc. Panic push bar for emergency exit - with digging device to release lock.
- J** Maglock linked to fire alarm, maglock to be supplied with key lock or card release (externally & internally). Programmed release to provide access at specified times in the day etc. Panic push bar for emergency exit - with digging device to release lock.
- K** Maglock linked to fire alarm, maglock to be supplied with key lock or card release (externally & internally). Programmed release to provide access at specified times in the day etc. Panic push bar for emergency exit - with digging device to release lock.
- L** Maglock linked to fire alarm, maglock to be supplied with key lock or card release (externally & internally). Programmed release to provide access at specified times in the day etc. Panic push bar for emergency exit - with digging device to release lock.
- M** Single cylinder locking externally with burst lock release internally - site managed. Doors to have hold open.
- N** Maglock linked to fire alarm, cylinder locking externally with burst lock release internally or one of the doors are released in escape position (immolation being).
- O** Double Door - One lock to have single cylinder locking externally with burst lock release internally. All doors to have burst lock up and lockers. Doors to have hold open.
- P** Maglock linked to fire alarm/cylinder locking externally with burst lock release internally. Increased push bar with door closer and digging device to release lock.
- Q** Maglock linked to fire alarm, maglock to be supplied with key lock or card release (externally & internally). Programmed release to provide access at specified times in the day etc. Panic push bar for emergency exit - with digging device to release lock - site managed.
- R** Door to have external fail height pull handles.
- S** Door to have external fail height pull handles.
- T** Door to have external fail height pull handles.
- U** Door to have external fail height pull handles.
- V** Door to have external fail height pull handles.
- W** Door to have external fail height pull handles.
- X** Door to have external fail height pull handles.
- Y** Door to have external fail height pull handles.
- Z** Door to have external fail height pull handles.