

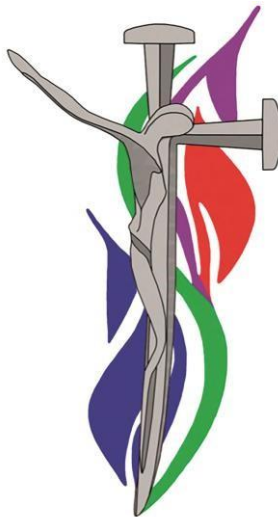
# Holy Cross MAC Premises Hire Policy

at

## Cardinal Newman Catholic School



CARDINAL NEWMAN  
CATHOLIC SCHOOL



**Approved by:** Local Governing Body      **Date:** Summer Term 2024

**Last reviewed on:** June 2024

**Next review due by:** Summer 2025

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## 1. Aims

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 the arrangement.
- 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.

## 2. Areas available for hire

### 2.1 Available areas

The school will permit the hire of the following areas:

- Sports hall
- Library
- Classrooms
- Playing fields

### 2.2 Capacity and charging rates (see also Appendix 1 - Room Capacity Calculator for Lettings)

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

| AREA           | CAPACITY                | COST  |
|----------------|-------------------------|---|
| Sports hall    | 523 People              | £100 per hour   |
| Library        | 60 people               | £60 per hour  |
| Classrooms     | General classroom 32    | £45 per hour  |
| Playing fields | Standard playing fields | Adult teams £60 per hour<br>Junior teams £45 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

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We reserve the right to cancel any agreed hiring with a minimum of one 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 can cancel any hire with a minimum of 5 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

Football Pitches maybe cancelled at short notice due to water logging or bad weather. Clubs will be contacted as soon as possible after a decision has been made.

## 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. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in Appendix 2 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 Headteacher via the School Business Manager.

### Payment:

If the request is approved, we will contact the hirer with details of how to submit payment.

- All Payments must be made electronically to our bank account.
- Single lettings charges must be made in advance and access will not be allowed if payment has not been received.
- Block bookings will be invoiced monthly, and payment must be received within seven days. Failure to adhere to the payment terms will result in a reminder, and termination of the letting will result if there is no response to the reminder.

We will also:

- make arrangements for the date and time in question.
- send on details of the emergency evacuation procedures and other relevant health and safety documents and their Safeguarding documentation.

The hirer will need to provide proof of their public liability insurance, H& Safety policy and process.

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 if reputational damage may occur.

## 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 of copy of the relevant insurance certificate no less than 10 days before the start date of the licence.
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 5 days notice will not be refunded.
13. Any cancellations by the school made with at least 1 days' notice will 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.

## **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.

The hirer must inform the school in writing of the safeguarding arrangements that are in place.

The hirer must agree to the safeguarding arrangements being audited by the school or the MAC at any time.

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), the hirer will confirm with the school that they have had the appropriate level of DBS check(s).

Failure to comply with safeguarding arrangements will result in the termination of any hire/lettings agreement in place.

See Appendix 3 for the basic requirements for all lettings and out of school user's checklist which must be certified as being in place for any letting.

## Appendix 1

### Room Capacity Calculator for Lettings

These calculations use relevant guidance from Building Bulletin 100 and DCLG Guidance for Fire Risk Assessment.

You can calculate room capacity either using meters squared or based on the number of fire exits. Guidelines state that the lowest capacity figure should be used.

The figures used to calculate capacity are as follows:

Standing persons: 0.45m<sup>2</sup> per person

Seated persons: 1.00m<sup>2</sup> per person

Halls used for sports: 5.00m<sup>2</sup> per person

**The calculation should take into account the space occupied by furniture and equipment.**

To calculate the capacity using fire exits, add up the total number of exits, and subtract 1 from the total. If escape route doors are too close to one another and are likely to be simultaneously disabled by the same fire (e.g. within 45° of each other) then they should be classed as one exit and it may be necessary to discount them both from your calculation.

1 fire door = 60 persons max

2 fire doors = up to 600 persons

3+ fire doors = more than 600

There are 2 worked examples below which use both methods to calculate capacity for a variety of uses, and then capacities are determined based upon the lowest figure from the 2 calculations:

**Examples:**

|               | Size (m <sup>2</sup> ) | Available space m <sup>2</sup> | Total capacity (no seating) (x0.45m) | Suggested capacity (all seated) (x1.00m) | 50/50 mix of seated/standing | Capacity for sports activities | Capacity based on number of fire exits |
|---------------|------------------------|--------------------------------|--------------------------------------|--|------------------------------|--------------------------------|--|
| <b>Hall 1</b> | 13.20 x 8.50           | 112.20                         | 249                                  | 112                                      | 180                          | 22                             | 600<br>(3-1 fire exits = 2 exits)      |
| <b>Hall 2</b> | 16.80 x 7.60           | 127.68                         | 284                                  | 127                                      | 205                          | 25                             | 60*<br>(2-1 fire exits = 1 exit)       |

\*For any room with only 1 useable fire exit the maximum occupancy is 60 persons.

**Hall 1: 180 (there are 2 useable fire exits of suitable sizes, but the room itself is too small)**

**Hall 2: 60 (the room has a larger capacity than Hall 1, but the lack of fire exits limits the number of people)**

There may be local mitigating factors that could be used to justify a slightly increased capacity, but these would need to be clearly outlined in any fire evacuation plan.



## Appendix 2: Hire request form



# CARDINAL NEWMAN CATHOLIC SCHOOL

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 School Business Manager via Email [cn\\_admin@hccmac.co.uk](mailto:cn_admin@hccmac.co.uk) or by telephone 02476 332382 Ext 1011

|  |   |
|--|---|
| <b>Name of applicant/organisation and company number (where applicable)</b>  |   |
| <b>Applicant contact details</b>   | Address:<br><br>Phone no:<br>Email address: |
| <b>method of contact</b>   | Bacs / Bank Transfer                        |
| <b>Purpose/activity of organisation</b>  |   |
| <b>Part of the premises requesting to be hired</b>   |   |
| <b>Date and time of first hire</b>   |   |
| <b>Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)</b> |   |

|  |
|--|
| <b>Number of expected participants in the activity</b> |
| <b>Additional equipment</b>                            |

|   |  |
|---|--|
| <b>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)</b> |  |
| <b>Additional equipment you will be providing yourself</b>  |  |
| <b>Please confirm in detail what Safeguarding arrangements are in place to ensure children's safety whilst on the school site</b>                 |  |

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 : [cn\\_admin@hccmac.co.uk](mailto:cn_admin@hccmac.co.uk)
- or to the School Office at Cardinal Newman Catholic School, Sandpits Lane, Coventry, CV6.

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.

**Appendix 3. basic requirements for all lettings and out of school users checklist which **must** be certified as being in place to any letting**

**Measures to be in place before Letting is approved:**

| <b>Health &amp; Safety</b>   | In Place | Comments |
|--|----------|----------|
| Must consider the suitability and safety of the setting for employees and take steps to reduce any risks identified  |          |          |
| Hirer must have first aid training and a first aid kit to hand as well as an awareness of what to do in an emergency   |          |          |
| Must have a fire safety and evacuation plan  |          |          |
| Should have more than one emergency contact number for each child, where reasonably possible, and know of any medical concerns or allergies  |          |          |
| <b>Safeguarding &amp; Child Protection</b>   |          |          |
| Must have a Safeguarding & Child Protection policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members            |          |          |
| Should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation) |          |          |
| Should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children  |          |          |
| Should appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training   |          |          |

|  |  |  |
|--|--|--|
| Should provide parents with a named individual (such as the DSL) so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services or the NSPCC helpline number   |  |  |
| Should have contact details for the DSL and  |  |  |
| the local authority designated officer (LADO) and know the local referral route into children's social care  |  |  |
| <b>Suitability of staff and volunteers</b>   |  |  |
| Should ensure staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf   |  |  |
| Should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment  |  |  |
| Assurance that the Hirer is adhering to KCSIE which came into force in September 2023<br><a href="https://www.gov.uk/government/publications/keepingchildren-safe-in-out-of-school-settings-code-ofpractice/keeping-children-safe-during-communityactivities-after-school-clubs-and-tuition-non-statutoryguidance-for-providers-running-out-of-school-settings">https://www.gov.uk/government/publications/keepingchildren-safe-in-out-of-school-settings-code-ofpractice/keeping-children-safe-during-communityactivities-after-school-clubs-and-tuition-non-statutoryguidance-for-providers-running-out-of-school-settings</a> |  |  |

I certify that the above measures are in place.

Senior Leadership Signature

Date

Hirer Signature

Date



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