HOBBS HILL WOOD PRIMARY SCHOOL

Lettings Policy

Committee	Resources
Author	SBM
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Frequency of Review	1 year
Next review Date	Spring 2027

Our Vision

Aiming for excellence; creating equal opportunities for each individual to develop academic and life skills so they can make a positive contribution to their community and become lifelong learners.

Our Mission

Inspiring confident and independent learners

Our Values

We believe that children should be able to enjoy the rights and uphold the responsibilities of the school charter.

School Charter

We have the right to:	We have a responsibility to:
Be safe in school and online	Behave in a safe way
Learn	Listen and try our best
Be supported with our learning	Support and help each other
Be happy, play and have fun	Share, be kind, polite and considerate towards others
Be respected and treated fairly	Be helpful and responsible
A clean and purposeful environment	Recycle and keep the class and school environment tidy
Speak and be heard	Listen and respect each other's opinion

Statement of intent

It is the policy of the Governing Body to maximise the use of all their facilities and premises and to seek to encourage active participation of as wide a range of groups as possible from the community. While educational and other statutory requirements for the use of school premises will take precedence over all other uses, the Governors have determined an order of priority for use of premises as follows:

- school purposes including all meetings of governors,
- educational activities sponsored by the Headteacher,
- other youth and community education groups,
- wider community education use, including sports and arts activities; and
- other approved appropriate use.

Charges

Charges are made in accordance with the published rate card which is available from the School Office and the school website.

The charges cover the following:

- utilities costs (such as heating and lighting),
- staffing costs (cleaning, administration, security),
- "wear and tear",
- use of school equipment if applicable,
- insurance; and
- profit element (if appropriate).

The Governing Body may, at its discretion, allow the school to be used without charge or at a reduced rate. Free or reduced rate lets must be agreed by the School Business Manager.

Either the Resources Committee or the Governing Body will review the charges annually during the spring term for implementation from 1st April the same year – whichever enables sufficient notice to be given to hirers. Regular hirers will be given at least half a term's notice on proposed changes to the charges.

- Appendix A – terms and conditions of hire at Hobbs Hill Wood Primary School
- Appendix B – Fire procedures for Hirers
- Appendix C – Rate card
- Appendix D – School buildings booking form
- Appendix E – Artificial grass 5 a side MUGA Booking Form
- Appendix F – Artificial grass 5 a side MUGA Hire Agreement
- Appendix G – Sports pitch rules

APPENDIX A - Terms and conditions of hire at Hobbs Hill Wood Primary School

Booking

Booking arrangements

All new applications, correspondence and matters relating to the hire of facilities should be addressed to the Finance Officer (finance@hobbshillwood.herts.sch.uk) and made on a standard booking form which will be issued on request from the school office.

The school reserves the right to refuse any application where it is deemed inappropriate for an educational establishment or possess a risk to public safety. A false declaration made will invalidate the booking.

Status of 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.

DBS checks

If a particular letting involves contact with children, all personnel involved must have undergone DBS clearance, in accordance with Department for Education guidance. Any adults working with children (for example, at an after-school club) must be appropriately qualified.

Attendance

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

Letter of assurance

In line with new guidance from Keeping Children Safe in Education September 2024, hirers to provide a letter of assurance to confirm that they have completed the necessary safer recruitment for their employees.

Payment

Occasional Bookings

The Hirer will be required to pay the full fee no later than 4 weeks before the letting takes place. This includes the deposit, where applicable, which may be applied to any damages. Failure to do so will result in cancellation of the booking.

Regular Bookings

The Hirer will be required to pay quarterly (Jan, April, July, October) in advance, payable 4 weeks before the start of the quarter. This includes the deposit, where applicable, which may be applied to any damages. Failure to do so will result in cancellation of the booking. We will also accept termly payments (September, January and April), also paid 4 weeks before the start of the term.

Cancellation

Cancellation by the school

The school may at any time cancel any booking in which case the Hirer will be reimbursed the full amount paid. The school cannot be held responsible for the loss of any estimated income or actual expenses incurred by the Hirer arising from such cancellations.

Cancellation by hirers

Cancellation by Hirers will be accepted on the basis that if 14 days or more notice is given in writing then the full fee will be refunded. If less than 14 days' notice is given, then the full fee is payable.

Health and Safety

Smoking

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

Public safety

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and where applicable the Hirer must always adhere to the correct adult/pupil ratios.

Emergency procedures

Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of the fire evacuation procedures. In the case of after school activities involving pupils from the school, the Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave the school by the nearest exit. The Hirer must have immediate access to participants' emergency contact details and must have their own mobile phone for use in the event of an emergency.

First aid facilities

It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training, for supervising personnel, and the provision of a first aid kit, particularly in the case of sports

lettings. Use of the school's resources is not permitted, except for the AED defibrillator which is located to the right of the school's Main Entrance.

Artificial 5-a-side MUGA pitch

No items likely to cause damage shall be brought onto the pitches such as glass bottles, etc.

Trainers are the only footwear permitted on the pitches. Football boots and spiked footwear are not permitted.

No alcohol shall be consumed on site.

All pitches may only be used when in a fit condition and any decision as to the condition of the pitch shall be left to the school whose decision shall be final and binding.

Access

Subletting

The Hirer shall not sublet the premises to another person / organisation.

Right of access

The Governing Body reserves the right of access to the premises during any letting. The Headteacher or members of the Governing Body may monitor activities from time to time.

Opening up

The Hirer may be issued with keys to the main doors and/or football pitches and car park gate and instructed in the operation of the intruder alarm system. Keys will be collected from the School Office (unless the Site Manager is providing access) up to 24 hours before the hire period (on Fridays before 4 pm for weekend hire). A £25 returnable deposit will be required when keys are issued. Taking copies of these keys is strictly forbidden and will result in no further bookings being accepted.

Locking up

Where the Hirer is the key holder, the Hirer will ensure that the doors and gates to the school premises (including the football pitches, if applicable) are secured when leaving unless another Hirer is on site. Failure to comply with this procedure may result in the withdrawal of facilities, or fines if any damage / vandalism is caused by a third party.

Access

All use of facilities must not start before the agreed time of hire. Access should only be for a limited time before and after the hire period and not exceeding 15 minutes. The Hirer is responsible for ensuring that the building is vacated promptly at the end of the booking. The Hirer is responsible for ensuring that the school is left secure at the end of each hire session.

Licensing

The school is not licensed for public entertainment or for the sale of alcohol and must not be used for these purposes unless *a 'Temporary Event Notice'* has been granted by Dacorum Borough Council and permission from the school has been received.

Insurance

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.

Damage, loss or injury

It is the Hirer's responsibility to make sure that they have adequate insurance, and the school will need to be provided with copies of relevant insurance documents. You are required to always have in force valid public liability insurance with a limit of indemnity of at least £5m.

The Governing Body will not be responsible for any injury to persons or damage to property arising out of the hiring of the premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the school.

The Hirer shall indemnify the school in respect of all claims, damages, penalties, costs, expenses and demands made against or incurred by the school arising out of or in any way connected with the hiring.

Property

Furniture and fittings

Furniture and fittings shall not be removed or interfered with in any way. 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.

Condition

All items in the rooms should be returned to the positions in which you found them at the start of the session. The Hirer must not use the school equipment without consent. Breakages and damage must be reported as soon as possible and must be paid for. The Hirer must leave the areas used, including the school grounds and pitches, clean and tidy at the end of the session. The Hirer must take away any rubbish and dispose of it off site. The school reserves the right to charge for any additional cleaning costs if the rooms are not left clean and tidy.

School equipment

This can only be used if requested on the booking form, and if its use is approved by the School Business Manager. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

Hirers' property

Any electrical equipment brought by the Hirer, onto the school site, must comply with the appropriate code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or have been inspected. The intention to use any electrical equipment must be noted on the application.

Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.

Persons leaving any items or vehicles on the property do so at their own risk.

Conduct

The Hirer is responsible for the good behaviour of all participants and spectators both during the activity and when entering and leaving the premises. Any damage attributable to the users will be chargeable to the Hirer.

The Hirer should conduct their activities to ensure that they do not in any way interfere with or adversely affect the running of the school or become a nuisance to the owners or occupiers of adjoining properties.

The Hirer must use the facilities for their designated use and no other purpose. The Hirer must remain in the designated area which they are hiring and not go to any other parts of the school premises.

Other

Copyright or performing rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the school against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Promotional literature/newsletters

A draft copy of any information to be distributed to participants or through the school must be agreed by the School Business Manager a week prior to distribution by the Hirer.

Termination

The school and its representatives have the right to terminate, without notice, any hire that does not conform to the above conditions or does not operate to the standards that, in the opinion of the school, or its representative officers, are safe and proper. The decision of the school or its representatives in this respect is final.

APPENDIX B - Fire procedures at Hobbs Hill Wood Primary School

At the start of the letting Hirers should note the following:

1. All exits in the vicinity of the area in use must be easily operable from the inside.
2. The printed fire procedures are displayed in prominent places in each room, usually next to the fire alarm call point.
3. There is a telephone in the Main Office to call the emergency services on 999.

Should fire break out in the school, it will be the responsibility of hirers to:

- **RAISE THE ALARM** immediately by activating the nearest fire alarm call point to start evacuation procedures
- Evacuate the school
- Check all pupils/visitors are out of the area you are working in

Procedure for Hirers on hearing the fire alarm

Upon hearing the Fire Alarm -

- Lead your visitors out of the building as quickly and quietly by the safest and nearest exit, which is usually by the GREEN EXIT SIGNS.
- The fire service will be called by the responsible Hirer.
- Close all doors behind you as you leave.
- The *Assembly Point* is in the *south (year 5/6) playground adjacent to the all-weather football pitches.* Care must be taken to ensure physically disabled or younger children are assisted.
- Responsible Hirer should nominate someone to check lavatories, etc. and then proceed without delay to the assembly point.
- If any person is found to be missing, the school premises should be searched until he/she is accounted for provided there is no personal risk to the searchers.
- No other person must leave the assembly point to recover clothing, books, etc, until permission has been given in the case of a fire by the officer in charge of the fire (fire brigade) or responsible Hirer.

Do not hesitate in carrying out the above procedures. ***The safety of all depends upon your instant and efficient action.***

APPENDIX C

Rate Card

1 April 2026 to 31 March 2027

FACILITY	NORMAL RATE £ per hour	COMMUNITY RATE £ per hour *(subject to a minimum charge of £10.20 per booking)*
Willow Room	31.90	19.20
Infant Hall *	31.90	19.20
Main Hall *	31.90	19.20
Myatt Room	22.10	16.50
Classroom *	12.75	12.75
Dining Hall *	25.50	15.40
MUGA 5 a side with lights (ex VAT) *	33.10	27.60
MUGA 5 a side without lights (ex VAT) *	27.60	22.00
Football field (ex VAT) *	12.75	10.20

Those facilities marked with an asterisk can be hired Monday to Friday after school hours during term time. Those without an asterisk may be available for hire during school hours. All facilities can be hired from 8 am to 10 pm at weekends and during holidays. Please contact the School Office on 01442 401 222 for more information.

Community rate

- Voluntary organisations with a charitable purpose, i.e. those registered with the National Council for Voluntary Youth Services, Adult Education Service, of the appropriate section of the Department for Education.

- Extended services, for the pupils of Hobbs Hill Wood and other local maintained schools, during term time.

Normal rate

- Other users, approved by the Governors, who will be sympathetic to the needs of the local community.

Discounts

- Block booking discounts (6 consecutive weeks or more) and long-term booking discounts available.
- Negotiated rates are available for bookings of over 5 consecutive hours.
- Discounts are available for multiple room bookings.

APPENDIX D - Booking form

ORGANISATION DETAILS			
Organisation Name		**Telephone No.**	
Name of Hirer		**Email**	
Address **Postcode**			

BOOKING DETAILS	
Date(s)of hire	
Time of hire	
Maximum number of people	
Cost of hire	

PLEASE TICK THE FACILITY YOU WOULD LIKE TO HIRE	
□ **Willow Room**	□ **Myatt Room**
□ **Infant Hall**	□ **Classroom**
□ **Main Hall**	□ **Dining Hall**

CONFIRMATION		
I confirm that I agree to the terms and conditions attached		□
I confirm that I have read and understood the fire procedures attached		□
I will pay the cost of hire as set out on this booking form		□
I am over 18 years of age and this booking is not made on behalf of or in the interest of a third party		□
NAME	**SIGNATURE**	**DATE**

OFFICE USE ONLY		
Deposit received	□ *AMOUNT £*	□ *N/A*
Access	□ *KEYS*	□ *CARETAKER*
Refreshments	□ *YES*	□ *NO*
Equipment	□ *YES*	□ *NO*
Payment received	□ *Hire charge* □ *Refreshments* □ *Equipment*	*£*

Please return this form together with your payment and deposit to:
Finance Officer
Hobbs Hill Wood Primary School
Peascroft Road
Hemel Hempstead HP3 8ER

APPENDIX E - Artificial grass 5-a-side MUGA pitch 30 m x 15 m

Booking form

Organisation Name (if a group/team)	
Name of Hirer	
Address **Postcode**	
Telephone No.	
Email	
Date(s) of hire	
Time of hire	
Area of Hire	**PITCH 1** **PITCH 2**
Cost of Hire	
Pitch Deposit	**£27.60**

I agree to the terms and conditions attached.

I will pay the cost of the hire as set out in the terms and conditions and the scale of charges and any costs incurred as a result of damage to the premises.

I am over 18 years of age and that this booking is not made on behalf of or in the interest of a third party.

Name_____

Signature_____

Date_____

Please return this form together with your payment and deposit to:

Finance Officer
Sports Pitch Bookings
Hobbs Hill Wood Primary School
Peascroft Rd
Hemel Hempstead
HP3 8ER
Upon receipt of this form and payment a receipt and hire agreement will be sent to you.

APPENDIX F - Artificial grass 5-a-side MUGA pitch 30 m x 15 m

Hire agreement

This agreement is made between Hobbs Hill Wood Primary School and the hirer named below. The school agrees to the hirer using the MUGA Pitch(es) as detailed below.

Organisation Name (if a group/team)	
Name of Hirer	
Address **Postcode**	
Telephone No.	
Email	
Date(s) of hire	
Time of hire	
Area of Hire	**PITCH 1** **PITCH 2**
Payment Received for Hire	
Deposit Received	**£27.60**

The pitch(es) will be unlocked for you by the site manager at the time of your booking □

Or

You need to collect a key to the pitch(es) 24 hours before your booking commences □
(keys should be returned the next working day)

Signed_____ Finance Officer

Date_____

Sports Pitch Rules

- No food or drink is permitted on the pitches
- No footwear other than trainers is permitted on the pitches
- Dogs are not permitted anywhere on the school site
- Smoking is not permitted anywhere on the school site
- Alcohol is not permitted anywhere on the school site
- Litter should be placed in the bins provided
- Users should leave the site in the condition it was found
- Users should leave the site quietly as this is a residential area
- Any damage must be reported to the Site Manager on 01442 401 222 or in an emergency on 07557 683773
- The school accepts no responsibility for any loss, damage or injury caused to or by persons using these pitches