



PREMISES HIRE POLICY

Who is responsible	Chief Finance Officer/ Facilities Operations Manager
Statutory Policy	No
Review timescale	Annual or as required by Governors
Created on	31 January 2020
Review date	January 2023
Agreed by Governors at FGB	
Next Review Date	January 2024

Contents

Number	Detail	Page Number
1.0	Aims	3
2.0	Areas available for Hire	3
3.0	Charging rates and principles	3
3.1	Charging Rates	3 - 4
3.2	Charging Principles	4 – 5
3.3	Cancellations	5
3.4	Review	5
3.5	Bad Debts	5
3.6	Contacts	5
4.0	Application Process	5 – 6
5.0	Safeguarding	6
Appendix 1	Application for Hire of Bishop Perowne College premises and facilities	7-9
Appendix 2	Conditions of Hire for Premises and Facilities	10-12

1.0 Aims

At Bishop Perowne Church of England College, we aim to ensure the academy's facilities are used to the fullest potential. It is intended that all the premises and sports facilities are available firstly, for the benefit of the learners and secondly, for the local community.

This policy aims to ensure our premises and facilities are used:

- Not conflict with the fundamental purpose of the academy to educate its learners
- To support community involvement in sporting, cultural and educational activities
- To maximize the income and cover the costs of making available this out of hours facility, raising additional funds for the academy

2.0 Areas available for hire

The school will permit the hire of the following areas:

- Sports hall
- Gym
- Theatre
- Drama Studio
- Performing Arts Studio (PAST)
- Computer Suite
- Classrooms / Art Room
- Music Room
- Conference Room
- Meeting Room
- Dining Room
- External Netball or Basketball Court
- The Astro Turf is the property of the King's School, and any enquiries and bookings should be made by calling 01905 721722.

3.0 Charging rates and principles

3.1 Charging Rates

The policy will be reviewed annually in January so below are the charge rates for each area for hire for the current academic year 2020-21 and the next academic year 2021-22.

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

TABLE 1

AREA	SESSION	CHARGE RATE 1.3.2022-28.2.2023	CHARGE RATE 1.3.2023-28.2.2024
Sports hall	Per Hour	£28	£30

AREA	SESSION	CHARGE RATE 1.3.2022-28.2.2023	CHARGE RATE 1.3.2023-28.2.2024
Gym	Per Hour	£23	£25
Theatre	Per Hour	£28	£28
	Per Morning	£79	£83
	Per Afternoon	£79	£83
	Per Evening	£79	£83
	Full Day	£217	£228
Drama Studio	Per Hour	£23	£25
Performing Arts Studio (PAST)	Per Hour	£21	£23
Computer Suite	Per Hour	£26	£28
Classroom/Art Room	Per Hour		£15
	Per Morning	£55	£58
	Per Afternoon	£55	£58
	Per Evening	£55	£58
	(Session is 4 hours)		
Music Room	Per Hour		£15
Conference Room	Per Hour		£15
Meeting Room	Per Hour		£10
Dining Room	Per Hour		£30
External Netball or Basketball Court	Per Session, Per Court (Session is 3 hours)	£31.50	£34

If the hirer does not have their own public liability insurance, we will charge an additional 10% with a minimum charge of £2 to be covered by the academy's public liability insurance.

3.2 Charging Principles

The rates for hiring out different areas are listed in the Table 1 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 at the discretion of the Chief Finance Officer and the Head Teacher. Please contact the school direct for alternative hire to those listed on 01905 746802.

If additional equipment including Stage Lighting, PA System, Microphones, White Boards, Computers, Musical Instruments are required the price for these and also the use of the Lighting Technician will be by separate negotiation.

Agreements made with long-standing customers will be protected to ensure we are protecting our loyal community but going forward rates will be reviewed in consultation with these lettees. This will be In line with current rates of inflation and market forces.

Invoices will be sent out monthly in arrears and we expect payment by return. Invoices will be raised by the Senior Finance Officer but to be checked on a monthly basis monthly by the Chief Finance Officer to ensure policy adherence. Any exceptional charges not in-line with the charges in the table above need to be agreed with the Chief Finance Officer before any invoices are raised.

Charges will be reviewed annually in January and the Academy reserves the right to increase the charges in line with inflation and current market forces. Prices will increase in March to allow lettees to be informed of the increase following agreement to the increases at the Trustee board.

Please note no alcohol can be consumed on the School Premises.

3.3 Cancellations

Please note that school events take priority over bookings. We reserve the right to cancel any agreed hiring with a minimum of 3 days' notice. A full refund will be issued if we do cancel a hire and payment has already been received. 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 3 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund if payment and will be expected to pay for the booking. Please see the terms and conditions of hire.

3.4 Review

The revenue raised from hiring out will be reviewed by the Chief Finance Officer and will be fed into the academy's financial reporting, to ensure best value is being achieved. This will be reported to Governors as part of the Monthly Management Accounts.

3.5 Bad Debts

On a monthly basis, outstanding invoices will be chased firstly by an email from the Senior Finance Officer. If the invoice has not been paid the following month (2 months from the original invoice), the Chief Finance Officer will write to ask the hirer to call to discuss why it has not been possible to arrange payment. It may be possible at this time to come to some payment arrangement for the arrears. If payment has still not been received by month three the hirer will have their bookings cancelled and will no longer be able to use the academy's facilities. Depending on the value, the academy may decide to pursue the debt through the small claims court.

3.6 Contacts

At the time of hiring, the hirer will be provided with the contact details of the Lettings Site Operative in case they encounter any problems. If they cannot be contacted for any reason the problem, can be escalated to the Facilities Operations Manager 07557 238686.

In the case of an emergency please contact the Lettings Site Operative so they can call the emergency services on 999.

4.0 Application process

Those wishing to hire the premises should contact Benita Pomeroy, Finance Officer of the academy to check availability on 01905 746802. The hirer will then be sent the Academy's Hire of Premises Policy including the Application form and Terms and Conditions. They will

be required to complete an application form for the purposes of hire and return this with a signed copy of the Terms and Conditions to the Finance Office at Bishop Perowne Church of England College, Merrimans Road, Worcester WR3 4LE.

See Appendix 1 for a copy of the Application Form and Appendix 2 for the Terms and Conditions.

If the form is not completed within two weeks of the original booking enquiry, the original booking will be cancelled.

A deposit equivalent to a one time let will be required to be submitted with the application form, this will only be refundable when the hirer ceases to hire the facilities and their account has been paid up to date.

Approval of the request will be determined by the Facilities Operations Manager and Benita Pomeroy, Finance Officer.

If the request is approved, the Finance Officer will contact the hirer to provide details of how to submit further payments and make arrangements for the date and time in question.

The school policy for regular bookings will be to invoice on a monthly basis, as stated above a deposit will be collected once the first booking has been approved. Continuation of hire and future bookings will be reliant on timely payment of these invoices. The school reserves the right to cancel bookings if terms for payment and any subsequent in respect of outstanding debts are not adhered to.

We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to send a copy of their public liability insurance.

It is possible to be covered by our public liability insurance but that will be at a charge of 10% with a minimum charge of £2

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 reputational damage may occur.

5.0 Safeguarding

The school is dedicated to safeguarding 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.

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.



Appendix 1

APPLICATION FOR HIRE OF BISHOP PEROWNE COLLEGE PREMISES AND FACILITIES

Name of Organisation	
Name and address of applicant	
Contact Telephone Number	
Contact Email Address	
Alternative Contact Name and Number	
Position in Organisation:	
Type of Organisation:	
Registered Charity No (if applicable)	
Purpose of hire and estimated numbers attending	
Do you propose to charge for admission?	
Do you aim to raise funds?	
Facilities/Rooms Required. If classrooms are required, please indicate how many. Please use the reverse of this form to list details of "Other"	

<p>Dates required:</p> <p>If this is a recurring request indicate the number of weeks required for:</p>	
<p>Times required:</p> <p>Please note : Start and end time (include setup/breakdown if applicable or changing and showering)</p> <p><i>Use beyond booked time will incur an additional fee.</i></p>	
<p>Additional requirements</p> <p>Please delete as appropriate. Items marked * will need the use of our theatre technician's time Please use the reverse of this form to list details of "Other"</p>	<p>*Stage lighting</p> <p>*PA system</p> <p>Chairs</p> <p>Other (please attach details)</p>
<p>Other rooms or space wanted (please provide detail)</p>	
<p>Additional requirements (please provide details)</p>	
<p>Use of Technician for Lighting – this will have to be via separate negotiation. Please contact Benita Pomeroy on 01905 746802</p>	

*If this application is approved, I undertake to pay the appropriate hiring charges (including any extra charges arising from additional use to that specified above), to observe and be bound by the *conditions of hiring and to indemnify the County Council and the College against any accidents or damage to College property or injury to persons which may be incurred as a result of the hiring, save and except in respect of any such accidents, damage or injury arising as a result of the negligence or breach of statutory duty of the Council and the College.*

Signed _____

Date: _____

On completion, this form should be submitted to
Benita Pomeroy, Bishop Perowne College, Merriman's Hill Road, Worcester WR3 8LE,
email address: bpo@bishopperowne.co.uk

Please note this form needs to be completed and returned within 2 weeks of receipt, failure to return this form will result in your provisional booking being cancelled.

Bishop Perowne Church of England College

Conditions of Hire for Premises and Facilities

Throughout this document and solely in relation to it, the term “College” means Bishop Perowne Church of England College.

1. The hirer shall take good care of and shall not cause any damage to be done to the hired premises and shall make good and pay for the damage thereto (including accidental damage).
2. The hiring does not entitle the hirer to use or enter the premises at any time other than the specified hours for which the accommodation is hired unless prior arrangements have been made with the College.
3. The College will not accept responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things brought into or left upon the hired premises either by the hirer or by any other person.
4. The College shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction, strike, Act of God, or any unforeseen circumstances which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
5. The hirer shall not himself let, hire or licence to any other person to let the hired premises or any other part thereof.
6. The right of entry to the hired premises is reserved at any time during the hiring to any member of the College’s staff and any other person (whether employed by the College or not) lawfully undertaking duties connected with the safety or security of the accommodation, or with the health, safety or welfare of the persons therein.
7. The hirer shall during the hiring be responsible for:
 - (a) The efficient supervision of the hired premises including the effective control and safeguarding of children, the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in case of emergency;
 - (b) The safety of the hired premises and the preservation of good order and decency therein;
 - (c) Ensuring all doors giving egress from the hired premises shall be kept unfastened and unobstructed and immediately available for exit during the whole time the hired premises are in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the hired premises.

9. The hirer shall at the expiration of the period of the hiring leave the premises in a clean and orderly state and free of litter and waste material.
10. College staff can stop any entertainment or meeting not properly conducted.
11. No publicity or advertising material shall be displayed within the grounds or on the gates, walls, fences and hedges forming the boundary of the premises without the previous consent of the College.
12. Any lighting and audio-visual equipment supplied by the College shall at all times be operated by persons employed by the College for that purpose and no other person whatsoever shall operate or attempt to operate or interfere with the lighting or audio-visual equipment without express prior permission.
13. No additional lights or extensions from the existing electric light fittings, nor audio-visual equipment provided by the hirer or his agents shall be used without the previous consent of the College, and any such lights, extensions or equipment shall be disconnected or switched off if any authorised officer of the College so requires. Any equipment that has been approved must have a Portable Appliance Test Certificate.
14. Unless the hirer receives express permission from the College, the property of the hirer and the hirer's agents must be removed before 11.30p.m. on the date of the hiring or additional fees will be charged for each or part day until the same is removed. The College accepts no responsibility for any property left on the premises after the hiring.
15. Smoking is strictly prohibited anywhere in the College buildings or on any part of the College grounds. Smokers must leave the site if they wish to smoke. Food and drink are not permitted in the theatre, sports hall and gym.
16. If the hirer wishes to cancel a single booking at least 3 clear days' notice shall be given or for cancellation of an arrangement to hire premises regularly, 1 month's notice is required otherwise the College shall be entitled to retain the fees paid.
17. The hirer is requested to contact the College to obtain details of the prevailing fire precautions and security arrangements.
18. The hirer is to be responsible for the conduct of his own employees, agents and contractors including all health, safety and welfare matters. The hirer must make his arrangements in such a way as to ensure at all times:
 - (a) Compliance by him of his responsibility under the Health and Safety at Work Act; and,
 - (b) Compliance and co-operation by himself and his employees, agents and contractors with any arrangements made by the College for security of the hired premises or any part thereof or to secure compliance with any duty or requirement in relation to health and safety at work.

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 bpo@bishopperowne.co.uk or to the school office at Bishop Perowne Church of England College, Merriman's Road, Worcester, WR3 8LE. We will be in touch to inform you if your application is successful, and if so details of the full cost and any documents that will need to be shared.

If you have your own Public Liability Insurance, please include a copy of the Insurance Certificate with your Application.