WULFRUNA
PARTNERSHIP

Premises Hire Policy

2025 - 2026

Document Management	
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V1	June 26	New Policy

Dissemination					
Staff	Central Team Headteachers Office Staff	Website	Yes	On-Request	Yes

1. Aims

The Wulfruna Partnership (TWP) recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to organisations within the local community.

Though we let the premises out, TWP is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from TWP, such as health and safety matters and insurance arrangements.

The Wulfruna Partnership aims to:

- Make sure our schools' premises and facilities can be used, where appropriate, to support community or commercial organisations, in accordance with the articles of association.
- Ensure the use of its facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly for the benefit of the learners and secondly for local people, consequently providing the school with financial income to be used for the educational enrichment of its' pupils.
- Support community involvement in the life of the school.
- Support the community in sporting, cultural and educational pursuits.
- Allow the hiring of the premises without using the school's delegated budget to subsidise this.
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school.
- Maximise the commercial opportunity for lettings.
- Not let any hiring out of the premises interfere with TWP's, and the school's, primary purpose of providing education to its pupils.
- Hire out facilities in a way that is safe, following government guidelines and relevant risk assessments.
- Be consistent with the school's equal opportunities policy.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds.
- Ensure that staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements.

2. Areas Available for Hire

2.1 Available Areas

We will permit the hire of the following areas:

- Bantock Primary School - Multi Use Games Area (MUGA)
- Dovecotes Primary School – Hall and playing fields
- Fallings Park Primary School - Hall

2.2 Capacity and Charging Rates

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

AREA	COST
Bantock PS - MUGA	£10.00 per hour plus a one-off deposit to cover the cost of a replacement padlock key.
Dovecotes PS - Hall	£30.00 per hour
Dovecotes PS – Playing fields	£10.00 per hour
Fallings Park PS - Hall	£30.00 per hour

3. Charging Rates and Principles

3.1 Rates

The rates for hiring out different areas are listed in the table section above. The Wulfruna Partnership 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 or trust.

We may decide to impose an additional cleaning fee on top of the hiring rates.

3.2 Cancellations

The school reserves the right to cancel any agreed hiring with a minimum of 7 days' notice.

A full refund will be issued if the school does cancel a hire. Neither the school nor TWP shall 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 7 days' notice.

3.3 Review

The revenue raised from hiring out will be reviewed by the CFOO and will be fed into the school's financial reporting to the trust, to ensure best value is being achieved.

4. Application Process

Those wishing to hire the premises should contact the relevant school office to request a Hire Request Form (Appendix 1), together with 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.

If the request is approved, the school will complete a Hire Agreement Form (Appendix 2) and contact the hirer to arrange signature and provide details of how to submit payment and make arrangements for the date and time in question. The school will also provide details of the emergency evacuation procedures and other relevant health and safety documents. The hirer must provide proof of their public liability insurance.

The school reserves the right to decline any applications in its absolute discretion, in particular where the organisation does not uphold the values of the school, or 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 TWP and shall not be entitled to set off any amount owing to the trust against any liability, whether past or future, of the trust to the licensee.
3. Payment should be made prior to the commencement of the booking. The Wulfruna Partnership may agree an alternative payment date with partnership or stakeholder organisations. This should be agreed in writing prior to the commencement of the booking.
4. 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 trust by this license.
5. The hirer shall not sub-license any of the premises under the license.
6. The hirer shall not use the premises for any purpose other than that agreed upon in the license, as set out in the hire request form.
7. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the license.
8. TWP shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
9. 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.
10. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the trust, shall provide a copy of the relevant insurance certificate to the trust no less than 7 days before the start date of the license.
11. 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 trust in relation to the premises.
12. The hirer shall indemnify and keep indemnified TWP from and against:
    a. Any damage to the premises or trust equipment;
    b. Any claim by any third party against TWP; 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 license or any act or omission of the hirer or any person allowed by the hirer to enter the premises
13. Save that nothing in the license 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, TWP 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 trust by the hirer under the license.
14. Any cancellations by the hirer received with less than 30 days notice will not be refunded.
15. Any cancellations by the school made with at least 7 days notice will be refunded.
16. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
17. Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their request form.
18. The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.

19. The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.
20. Where available, CCTV systems will be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the school's CCTV policy (available on request).
21. 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.
22. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the trust.
23. If the hirer breaches any of the terms and conditions, the trust reserves the right to terminate the license and retain any fees already paid to the trust, without affecting any other right or remedy available to the trust under the license or otherwise.
24. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
25. 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.
26. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
27. The use of TWP facilities, such as audio visual equipment, computer equipment etc. is not allowed unless approved in writing by the school.
28. The hirer must ensure that any noise or music played does not interfere with other activities within the school and cannot be heard from any neighbouring houses. Any request to turn the music down by the staff must be adhered to.
29. The school car park will not be available for the hirer. Any vehicles will need to be parked on nearby roads.
30. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
31. The premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the trust shall apply to and are incorporated in the license.
32. This license shall be governed, construed and interpreted in accordance with the laws of England and Wales.
33. TWP 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 license.

6. Safeguarding

The Wulfruna Partnership is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by TWP's requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

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), the school will ask for confirmation that the hirers have had the appropriate level of DBS check.

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.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the Headteacher of the school as soon as reasonably practicable.

The hirer understands that if the school or trust receives an allegation relating to an incident where an individual or organisation is using the school premises for running an activity for children, the school will follow its usual safeguarding procedures and inform the local authority designated officer (LADO).

7. Monitoring Arrangements

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 Trust Board.

8. Links to Other Policies

This policy links with our policies on:

- Safeguarding Policy
- Finance Policy
- Financial Procedures

APPENDIX 1

Premises Hire Request Form

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 relevant school office.

School	
Name of applicant/organisation and company number: (where applicable)	
Applicants contact details:	**Address:** **Phone no:** **Email Address:**
Preferred method of contact:	
Purpose/activity of organisation:	
Area of the premises to be hired:	
Date and time of first hire:	
End time:	
Floodlights Required? Y/N:	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks):	
Number of expected participants in the activity:	
Additional equipment 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):	
Additional equipment you will be providing yourself:	
Confirmation and details of the safeguarding and child protection arrangements you have in place:	
Name and contact details of designated key holder:	
By signing below, I agree to the terms and conditions set out in the school's premises hire policy. **I acknowledge that my signature confirms all the details in this application form are correct.**	
Signed:	
Date:	

Please return this form via email to the relevant school office or by email to:

- **Bantock Primary School:** bantockprimaryschool@wolverhampton.gov.uk
- **Dovecotes Primary School:** dovecotesprimaryschool@wolverhampton.gov.uk
- **Fallings Park Primary School:** fallingsparkprimaryschool@wolverhampton.gov.uk

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 2



School Hire Agreement

The school will process the data collected in this agreement in accordance with the GDPR and the DATA Protection Act 2018.

School:	
Hirer:	
Address:	**Address:** **Phone no:** **Email Address:**
Telephone:	
Area of school to be used:	
Specific Nature of Use:	
Maximum Attendance:	
Details of any school equipment to be used:	
Date(s) of hire:	
Time(s) of hire:	
Fee (specify per hour or per session)	**£**
Proof of public liability insurance provided & details	

The school agree to hire of the premises to the hirer on the date(s) and for the time(s) mentioned above, upon payment of the fee specified (where applicable).

Payment details:

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions of hire.

You can contact the Business/Office Managers with any questions about hiring the premises.

Hirer's Signature:		**Date:**	
SBM/Office Manager's Signature:		**Date:**	
Headteacher's Signature		**Date:**	

A signed copy of this form should be retained by both parties.

The hiring school should provide the hirer with a copy of their evacuation procedures and any other relevant information alongside this form.