



West Witney Primary School and Nursery

Letting and Hiring Policy

Spring Term 2026

Headteacher: *Mr S Birnage*

Chair of Governors: *Mrs L Upson*

Review Date: Spring 2028

1. Aims and scope

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 this
- 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
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)
- Allow community organisations to hire the school facilities to support community cohesion.

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- School Hall
- Library/ Book Ends
- Classrooms
- Playing fields
- Playground
- The Hive

2.2 Charging rates

The rates for hiring each area are as follows:

AREA	COST
School Hall	£20
Library/ Book Ends	£20
Classrooms	£20
Playing fields	£20
Playground	£20
The Nest	£20

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 or to support community cohesion. This is at the discretion of the School Business Manager/ Headteacher

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

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 4 weeks 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 4 weeks 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 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 1 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.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

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.

Invoices will be sent termly. The school office should be advised in advance of any dates when the premises will not be used.

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.
9. The hirer 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 10 days before the start date of the licence.
10. 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.
11. 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
12. 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.
13. Any cancellations by the school made with at least 4 weeks notice will be refunded.
14. Any cancellations by the hirer received with less than 4 weeks notice will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. 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.
17. The hirer will clean the facilities they have hired. If the facilities require additional cleaning following a letting, this will be invoiced to the hirer.
18. The hirer is responsible for checking designated toilets at the end of the hiring period, and ensuring all toilets are flushed. This should include cleaning all surfaces with a disinfectant.
19. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
20. 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.
21. 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.
22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. 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.
25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
26. 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.

27. The Hirer must not use the facilities for meetings which contravene the Counter Terrorism and Security Act (Feb 2015).
28. The hiring period will include the time the hirer requires access to the premises for preparation and cleaning afterwards. The times of hiring must be strictly adhered to.
29. The hirer must ensure that their activity is adequately controlled at all times and must see that no unauthorised persons are permitted to enter the premises.
30. It shall be the responsibility of the hirer to satisfy themselves that the premises are fit for their purpose.
31. The school has a 'NO SMOKING' policy which means that smoking is not permitted on the premises (including the grounds) at any time.
32. Alcohol can only be consumed on school premises if the appropriate licenses' are obtained from the local council. These can only be applied for with the agreement of the school.
33. The school cannot be held responsible for the damage to, or theft of private property during a hiring. This includes vehicles parked on the premises.
34. It is the responsibility of the hirer to ensure that fire doors are kept closed and the security door in the front entrance is kept locked at all times. The hirer will be held responsible for any theft or damage caused by intruders entering through the front door during their letting.
35. Should any hirers be concerned about strangers in the grounds please contact the police on 999.
36. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
37. The hirer must ensure they know the number of individuals that are on the school site that they are responsible for. In case of an emergency (i.e. a fire) they will need to share this information with the emergency services.

6. Safeguarding

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.

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.

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 Designated Safeguarding Lead the next school day.

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. 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 full governing board.



Appendix 1: Hire request form

Hiring of School Premises Booking Application Form

Name of organisation						
Name and address of person responsible for hiring & invoicing						
Home telephone						
Work telephone						
Email address (contact) Email address (invoicing)						
Nature of use						
Number of expected participants in the activity						
Facilities required (Choose room name)	Hall	Nest	Library/ Book Ends	Classroom	Field	Playground
Additional requirements requested						
Day and date of booking						
Times required/over what period						
Total number of sessions						
Hours per session						
Confirmation that you will comply to the safeguarding terms and conditions outlined in the school's policy	Yes/No					
Total charge per booking						



I have read and understood the conditions of hiring and letting at West Witney Primary School and Nursery and undertake to observe these in accordance with the school's Hiring's policy.

Invoices will be raised at the end of each term from Oxfordshire County Council.

Signed:

Print name:

Organisation:

Date:

Application forms must be completed in full, ensuring all details are complete for invoicing and sent to: School Business Manager, West Witney Primary School, Edington Road, Witney, OX28 5FZ

Hirers are advised not to make arrangements regarding their bookings until confirmation is received via email.

School use only

I approve the application for Hire of School Premises on behalf of West Witney Primary School and Nursery

Signed:

Date: