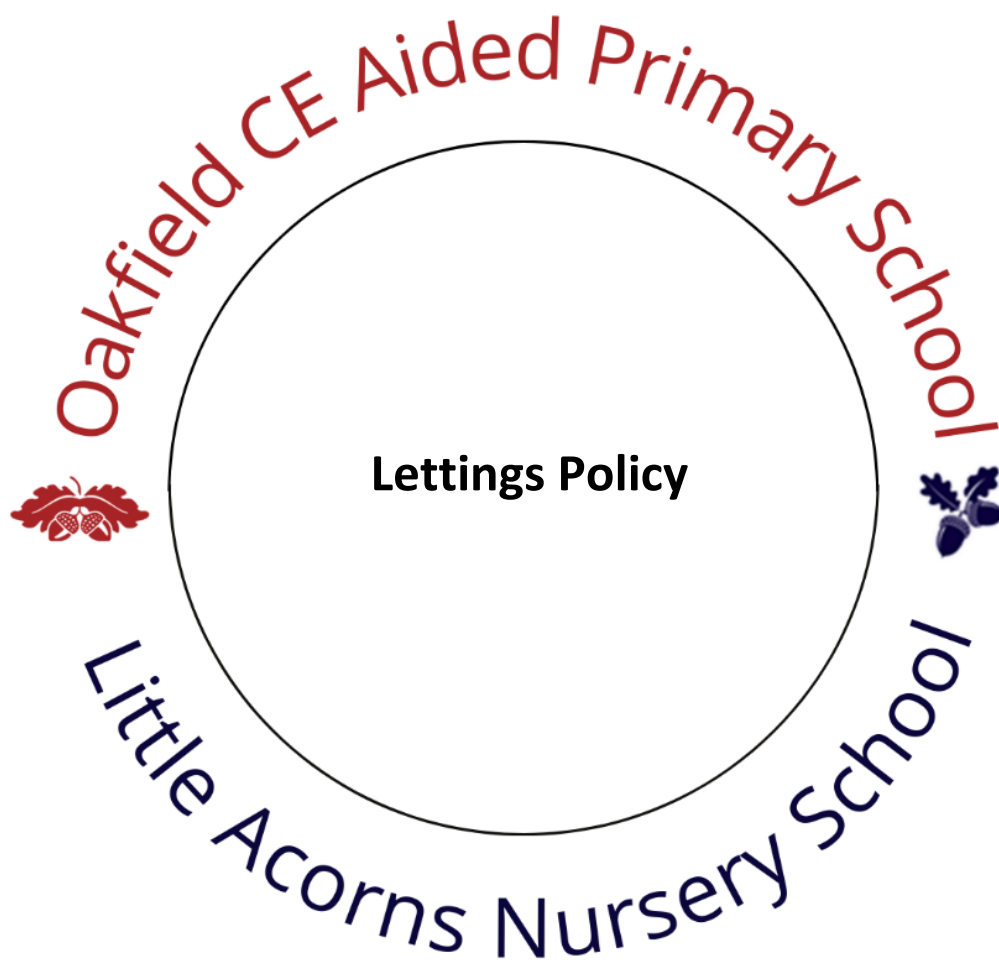




Date of Approval:	14 th July 2025
Committee/FGB	FGB
Responsible:	Vikki Reader – Headteacher
Review Date:	July 2026

Signed:

Chair of Governors

Signed:

Headteacher

Date: 14th July 2025

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REVISION No:	Date issued:	Prepared by:	Approved by:	Comments:
2	11/07/23	TMT		No amendments made
3	16/07/24	TMT		2.Safeguarding – Paragraph replaced to incorporate latest KCSIE guidance. 4.1 Rates – Added “Requirements” section.
4	07/07/25	TMT		3.2 Charging rates – increased by approximately 10%.

1. Aims & Objectives

- Oakfield CE (Aided) Primary School wishes to be a valued part of the local community and is happy to allow community use of its buildings where it does not impinge on the primary use of the building as a Church Aided School.
- We have a statutory duty to keep children safe in education and must have regard when carrying out our duties to safeguard and promote the welfare of the children in our care. The PREVENT Duty makes clear that as part of our safeguarding policy and procedures including this Letting Policy we do all that we can to protect those in our care. We have an important role within the community and will let our premises in line with the policy following approval by the Governing Body. Lettings will only be approved to organisations or individuals whose conduct is in accordance with the ethos of the school.
- We withhold our right to enforce this formal policy to justify refusing to host a particular organisation or individual about which we have concerns
- We have a duty to promote community cohesion and we must be satisfied that any lettings do not undermine that duty. We will ensure that when making decisions about lettings that they comply with the Public Sector Equality Duty (PSED) and do not discriminate against any of the nine protected characteristics as defined by the Equality Act 2010

2. Safeguarding

Oakfield CE Primary 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 School Business Manager as soon as reasonably practicable.

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).

3. Areas available for hire

3.1 Available areas

The schools will permit the hire of the following areas:

- Main School Hall
- Forest Hub
- Creation Station
- St. John's House
- Outdoor areas
- Classrooms
- Playing fields

3.2 Charging rates

The rates for hiring each area are as follows:

AREA	COST
Main School Hall	£16.50 per hour/£93.50 per whole day
Forest Hub	£13.20 per hour/£66 per whole day
Creation Station	Prices on request – can be individual rooms, or whole unit (3 classrooms, foyer & toilets)
St. John's House	Prices on request – several facilities available. Please call the School for more information
Outdoor Areas	Playing fields £66 per day, £35 per half day Playground £22 per day, £16 per half day If toilets required outside of hours – price on request
Classrooms	£11.00 per hour/£60 per whole day
IMPORTANT NOTE: Hirers are NOT permitted to use the outdoor play equipment AT ANY TIME . All hirers will be required to sign an indemnity confirming their agreement to this. See Appendix 3.	

We reserve the right to charge long term hirers on a discretionary basis.

Oakfield has many different facilities on offer, if you would like to talk to us about your specific requirements please speak to the School Business Manager.

For large events requiring use of the whole site please contact the School Business Manager for further information and costing.

4. Charging rates and principles

4.1 Rates

Some 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.

Requirements:

The hiring party must provide evidence of:

- Public Liability Insurance
- A risk assessment where requested
- DBS safeguarding checks where premises are being used where: School children will be on the premises; or Children are part of the group for which the premises are being hired.

4.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 7 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 48 hours' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

4.3 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.

5. 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 6.

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 School Business Manager.

If the request is approved, we will contact the hirer with details of how to submit payments and make arrangements for the date and time in question. We will also send a copy of the School's Health & Safety Policy, which includes details of emergency evacuation procedures. The hirer will also need to provide proof of their public liability insurance, if they have a policy, and a risk assessment for their planned use of the premises.

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.

6. 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 a copy of the relevant insurance certificate no less than 7 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

- d. Where a key is lost by a hirer the replacement of the key (or if required by the school's insurers, the locks) will be charged to them at full cost. Hirers are not permitted to get copies or reproduce any key entrusted to them.
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 48 hours' notice will not be refunded.
13. Any cancellations by the school made with at least 7 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 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.

Appendix 1: 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 3 and 6 of this policy. If you have any questions, please contact the School Business Manager.

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
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	

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

Name _____ Date _____

Signature _____

Please return this form via email to ttaylor@oakfieldcepri.iow.sch.uk or to the school office:

Oakfield CE Primary School, Appley Road, Ryde, Isle of Wight PO33 1NE

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.



OAKFIELD

C.E. AIDED PRIMARY SCHOOL

Appendix 2

KEY HOLDER AGREEMENT FORM

I have read and agree to the conditions detailed and would like to make an application to be a key holder:

Name: _____ Organisation: _____

Address: _____

Mobile No: _____ email: _____

Keys issued: _____

PLEASE READ AND SIGN BELOW

To be recognised as a key holder in connection with the hiring of accommodation at Oakfield CE (Aided) Primary School.

The Lettings Agreement has been completed and arranged with the School Business Manager.

I understand that the key will be entrusted to the key holder only and should not be transferred to any other member of the organisation.

I agree to abide by the regulations as detailed on the attached sheet.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Total Key(s) issued: _____ Issued by: _____ Date: _____

Comments: _____

KEY RETURN INFO

Date returned: _____ Processed by: _____

Comments: _____

KEY HOLDER SCHEME – REGULATIONS

1. Before a key holder agreement is concluded, the consent of the School Business Manager must be obtained.
2. Key holder agreements will be reviewed at the end of each school year by the School Business Manager.
3. (a) Applications for a key shall be made directly to the School Business Manager who will ask the person applying to complete a key holder agreement form.
(b) The school will keep this application on file & write to advise hirer that the application is approved.
(c) If the key holder loses the key they will be responsible to the Governing Body for meeting the cost of replacement.
(d) The School Business Manager shall inform the hirer of the arrangements for access to a telephone & first aid equipment for use in cases of emergency only. It may be necessary for hirers to provide their own first aid equipment.
4. The school shall keep a record of every letting for which a key has been issued.
5. (a) The premises must be left in good order at the end of the letting. Prior to the letting the School Business Manager will ensure hirers are aware of the expectations relating to cleaning & care of the rooms.
(b) If it is found necessary for the caretaker/cleaners to undertake significant additional cleaning work following a letting the hirer shall be liable to pay the caretaker's/cleaner's overtime charges and will accordingly be sent an account.
6. Prior arrangements must be made between the hirer and the School Business Manager concerning the level of heating that is required for each letting. On no account should the hirer be allowed access to any boiler room, electrical or gas control area.
7. It is essential the hirers keep to times requested on the Lettings Agreement form to ensure unnecessary alarms are not activated. Therefore should hirers change times they need to advise the School Business Manager well in advance so that the necessary changes can be made. This is to avoid the danger of alarms going off during hire period which can be distressing and, as there being activated may action a "call out" from the alarm company or even the police. This could result in a call out charge to the school, which in turn may have to be passed on to the hirer. Please be assured that this would only occur in circumstances where times of letting had changed and not been advised.

Where circumstances arise which will result in running over agreed timings, hirers must advise the School Business Manager well before specified time to allow them to remotely alter alarms and avoid call out. If any alarm problems occur during normal time of hire, hirers should notify the Site Manager immediately on 07936956654

8. The organisation with whom the hiring contract is made, and on whose behalf the key holder is operating will be fully responsible for the security of the premises and shall arrange for a thorough security check of the premises to be carried out before leaving. This should include ensuring that all doors and windows are closed and/or locked, lights are turned off, taps are turned off and that there is no trace of fire.
9. Smoking, vaping or e-cigarettes are not permitted anywhere on the school grounds or in the school building.
10. Failure to comply with these conditions may render the organisation liable for any loss and the agreement may be terminated forthwith.

The school reserves the right to alter details of letting arrangements due to unforeseen circumstances.

Indemnity

IN CONSIDERATION of Oakfield Primary School/The Isle of Wight Council permitting the hirers of the premises for the purposes of (“Hirer”), the said “Hirer” hereby agrees to indemnify Oakfield Primary School/The Isle of Wight Council, its employees, servants or agents, from and against all liability for personal injury (whether fatal or otherwise), and/or loss or damage to property, and any other loss or damage arising from the users’ negligence, unless caused by the negligence of Oakfield CE Primary School/The Isle of Wight Council its employees, servants or agents.

The “Hirers” understand that use of all the external play equipment is expressly prohibited and that any injury or damage that occurs during the period of hire to any individual as a result of unauthorised use is covered by the above.

The Hirer understands that in the absence of any public liability insurance to cover any use of the play equipment, the Hirer finds themselves personally and individually liable should unauthorised use result in an injury or damage.

Signed..... Print Name:

(for and on behalf of)

Date.....