



# GIFFARD PARK PRIMARY SCHOOL

## Lettings Policy 2025/2026

Approved by:	Kirsty Brice	Date: October 2025
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# 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)

## 2. Areas available for hire

### 2.1 Available areas

The school will permit the hire of the following areas:

- Sports hall
- Large Classroom
- Playing fields
- Caged Play Area

### 2.2 Capacity

It is the Hirer's responsibility to ensure that maximum capacities as stated by the School for the Premises are not exceeded.

Maximum capacities as stated shall include all persons attending or present at the Premises including (but not limited to) any supervisors, those participating in activities, parents and members of the public.

## 3. Charging rates and principles

### 3.1 Rates

The rates for hiring out different areas can be found on Appendix 2. 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.

Where required in the Hiring Agreement, a deposit must be paid and returned to the School with the signed Hiring Agreement

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

## 3.2 Cancellations

### By the School

We reserve the right to cancel any agreed hiring prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) if the Premises are required for use for School activities. In the event of such cancellation, the School will give to the Hirer the maximum practicable notice and refund any deposit paid, but shall not be otherwise liable to the Hirer.

The School may also cancel any hiring at any time before or during the Hiring if:-

- the Hirer fails to comply with any of these Conditions of Hire
- details of any particulars referred to in the Hiring Agreement have not been supplied as required, or if supplied, are not approved by the School.

In the event of such cancellation no refund of any deposit will be made to the Hirer and neither the School or Milton Keynes Council will be liable to the Hirer in any respect.

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.

### By the Hirer

If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give written notice to that effect to the School Representative.

Charges in accordance with the following scale may be made for any cancellation: -

Cancellation given later than four weeks prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) = hiring fee to be paid in full.

Cancellation given between two months and four weeks prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) = deposit fee is retained.

## 3.3 Review

The revenue raised from hiring out will be reviewed by the School Representative 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 Head Teacher of the School, or any person duly authorised by the head teacher to act on behalf of the School with regard to these Conditions of Hire. 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 on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance certificate. The Hirer shall affect Public Liability Insurance cover to a minimum limit of indemnity of £2,000,000.00 against third party risks including death or injury to any person or loss or damage to any property arising out of the use of the Premises by the Hirer.

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. 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 – See point 3.2
14. Any cancellations by the hirer - See point 3.2
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 shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
18. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the license 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.
19. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
20. 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.
21. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
22. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
23. 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.
24. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
25. 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.

## 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 DSL Lead at [head@giffardpark.milton-keynes.sch.uk](mailto:head@giffardpark.milton-keynes.sch.uk) 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).

## 7. Supervision

- a) During the Period of Hire the Hirer is to be responsible for the efficient supervision of the Premises including:-
- the effective control of children
  - the behaviour of all persons using the Premises
  - the orderly and safe admission and departure of persons to and from the Premises
  - the safety of the Premises and the contents of the Premises
- b) The Hirer shall use sufficient stewards or assistants to maintain good order during the hiring and expel any person acting in a disorderly manner, or disobeying School or Hirer instructions. In default, the School acting by any authorised officer may expel such persons.
- c) The Hirer shall ensure that no undesirable person is permitted to enter, remain or otherwise make use of the Premises and that no person shall trespass on parts of any School property not included in the hiring

## 8. Safety Requirements

During the Period of Hire, the Hirer shall ensure that:-

- a) They are fully familiar with the safety precautions of the School and safety precautions to be observed in the Premises. A copy of the School's emergency procedures for the Premises will be sent to the Hirer with the Hiring Agreement. The Hirer is expected to be familiar with this document and shall take all reasonable steps to ensure that all persons using the Premises by virtue of the Hiring Agreement are also familiar with key aspects of this document e.g. meeting point following an evacuation. In the event that the emergency procedures are not sent to the Hirer with the Hiring Agreement, it is the responsibility of the Hirer to ensure that they contact the School Representative immediately in order to make arrangements to receive the document.
- b) All necessary precautions for the safety of those persons attending the Premises during the Period of Hire are taken by the Hirer, which shall include ensuring that all persons in charge are familiar with fire-fighting equipment available
- c) Fire-fighting apparatus at the Premises is kept in its proper place and only used for its intended purposes.
- d) The Fire Brigade is called by the Hirer to any outbreak of fire, however slight, and details of the occurrence shall be given to the School Representative
- e) No obstructions are placed in gangways or exits, nor in front of emergency exits, and such exits must be available for free access and egress at all times
- f) The emergency lighting supply is turned on throughout the Period of Hire and illuminates all exit signs and routes
- g) No performances or uses take place which could involve danger to the public.
- h) For safety and fire prevention reasons, no garlands or decorations are used other than those agreed in advance with the School Representative, which must not be of a combustible nature.
- i) No highly flammable substances are brought onto or used in any part of the Premises
- j) No smoke machines are used, whether as part of a disco or band or otherwise

- k) No unauthorised heating appliances are used on the Premises

## **9. Lighting and Electrical Safety**

During the Period of Hire, the Hirer shall ensure that:-

- a) No lighting, heating, power or other electrical fittings or appliances in the Premises are altered, moved, or in any way interfered with.
- b) No additional lights or extensions from the existing electric light fittings are used without the previous consent of the School Representative.
- c) Electrical appliances brought onto the premises have been tested for electrical safety (Portable Appliance Test Certificates may be required for inspection by the School).

## **10. First Aid**

The Hirer shall ensure that a person with appropriate first aid skills is present at the Premises during the Period of Hire. The Hirer must ensure that a suitable first aid kit is provided for use by such person during the Period of Hire.

## **11. Alterations, Advertising and Care of Premises**

- a) No bolts, nails, tacks, screws, bits, pins, or other like objects shall be driven into any part of the Premises by the Hirer nor shall any placards or other articles be fixed to any part of the Premises.
- b) No advertisements of any type are to be displayed inside or outside of the Premises by the Hirer without the prior approval of the School Representative
- c) No alterations shall be made to the Premises by the Hirer, either in construction, arrangement of public accommodation, lighting, heating, seating, fixtures, fittings, exits or otherwise without the prior written approval of the School Representative.
- d) Gymnasium and hall floors are used by children for physical education and no substance is to be applied to floors by the Hirer to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings.

## **12. Food, Refreshments and the Sale of Goods**

- a) The Hirer may not sell or allow to be sold on the Premises any food, refreshments or goods without first obtaining the written consent of the Governing Body.
- b) The Hirer shall, if selling food, refreshments or goods on the Premises, comply with all relevant legislation.



### **13. Prevention of Nuisance**

- a) The Hirer shall ensure that any music played or provided at the Premises, or noise levels from functions or activities taking place on the Premises, do not cause a nuisance either within the School or to surrounding premises or any nearby residential accommodation.
- b) The Hirer must ensure that cars belonging to his patrons are not parked so as to cause an obstruction at the entrance to, or exits from, the School and do not obstruct or delay access to the School by emergency vehicles.
- c) The Hirer shall take all reasonable measures to ensure that cars belonging to his patrons do not obstruct the public highway outside of the School or access to adjacent private property and that undue noise is not caused on arrival or departure.
- d) The Hirer shall comply with any requirements of the School with regard to parking of vehicles.

### **14. Statutory Requirements**

- a) The Hirer must not do or permit any act matter or thing that would or might constitute a breach of any statutory requirement affecting the Premises.
- b) The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority in its capacity as the Licensing Authority, or otherwise. Without prejudice to the generality of the above, this includes any conditions or regulations in connection with any event which includes public dancing or music or other similar public entertainment.

### **15. Equal Opportunities**

The Hirer must not discriminate, or permit others acting on his behalf to discriminate, in any of its activities held in the Premises, on the grounds of race, colour, nationality, sex, religion, marital status or disablement.

### **16. Copyright and other Licences and Permissions**

- a) In the use of the Premises the Hirer is not to infringe any copyright or allow any copyright to be infringed. It is the responsibility of the Hirer to obtain any consent in respect of copyright and to pay all such fees relating to the same. Save in certain circumstances, it is illegal to photocopy music or plays without the express permission in writing of the copyright holder.
- b) The Hirer must give the School Representative at least 4 weeks notice of a stage play production and the Hirer must obtain all licences required for the stage play production.
- c) Any Hirer who uses recorded music in its activities is responsible for checking whether a licence is required from Phonographic Performances Limited (PPL) and if so, to obtain one. Any Hirer performing live music is responsible for checking whether a Performing Rights Society (PRS) licence is required and if so, to obtain one.
- d) The Hirer must obtain a public entertainments licence from Milton Keynes Council for any public music, singing and dancing.
- e) The School reserves the right to request copies of any consents or licences obtained in order to comply with the above provisions.

## **17. Gambling**

Nothing shall be done in the Premises or at the School by the Hirer in contravention of the law relating to betting, gaming and lotteries, and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.

## **18. Intoxicating Liquor**

- a) During the Period of Hire, the Hirer shall ensure that no intoxicating liquors are permitted to be bought, sold or consumed on any part of the Premises or the School without the express permission in writing of the Governing Body.
- b) No application shall be made by or on behalf of the Hirer seeking any licence or permission to sell alcoholic liquor without the prior express permission in writing of the Governing Body.

## **19. Exhibition of Hypnotism**

The Hirer shall ensure that no person shall give at the Premises any exhibition, demonstration, or performance of hypnotism, mesmerism or any similar act.

## **20. Smoking**

The Hirer should note that the school is a smoke free zone and that neither smoking nor vaping is permitted anywhere in the Premises, or anywhere on the School premises or immediately outside the School premises and shall ensure that his patrons comply with this requirement.

## **21. Hours of Use**

The hiring does not entitle the Hirer to use or enter the Premises at any other time than the Period of Hire unless prior arrangements have been made and agreed with the School Representative.

## **22. Storage**

No goods or equipment shall be left at or stored on the Premises or the School without the prior agreement in writing of the School Representative.

## **23. Rights Of Entry**

Throughout the Period of Hire the right of entry to the Premises is reserved to any duly authorised officers or employees of the School, their agents or contractors and any emergency service.

## **24. 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

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 School Business Manger at [finance@giffardpark.milton-keynes.sch.uk](mailto:finance@giffardpark.milton-keynes.sch.uk).

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	

Confirmation and details of the safeguarding and child protection arrangements you have in place	
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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 the SBM at [finance@giffardpark.milton-keynes.sch.uk](mailto:finance@giffardpark.milton-keynes.sch.uk) or to the school office at [office@giffardpark.milton-keynes.sch.uk](mailto:office@giffardpark.milton-keynes.sch.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.

Documents that will be required to present prior to commencement date.

1	Public Liability Insurance Certificate (minimum cover £ 2,000,000.00)	
2.	DBS	
3.	PAT Testing certificate for all electrical equipment brought onto school premises	

## GIFFARD PARK PRIMARY SCHOOL



### Letting Charges from the 1<sup>st</sup> October 2025

FIELD :                      £ 28.00 per hour - during the week  
                                    £ 28.00 per hour - weekend

OTHER ROOMS :           £ 17.00 per hour – Large Classroom with access to change  
                                    room toilets – Mondays to Fridays

CAGED PLAYGROUND : Whole Cage £ 22.00 per hour

Ad-hock lettings for the hall are available, please contact the School Finance team directly  
for more information.