

Juniper Hill School

# Hiring of School Premises / Lettings Policy



*Kindness Enjoyment Achievement*

Reviewed by Governors at Finance and Resources Committee January 2026  
This policy will be reviewed annually.

## **INTRODUCTION**

The Governing Body is committed to making every reasonable effort to ensure the school building and grounds (premises) are available for community use.

### **Definition of a hiring**

A hiring may be defined as 'any use of the school premises by either a community group or a commercial organisation'. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

### **Charges for a hiring**

The governing body Finance and Resources Committee is responsible for setting the charges for the hiring of the school premises. These will then be endorsed by the Full Governing Body.

## **APPLYING TO USE THE SCHOOL**

Application to use the school premises should be made to the Headteacher or Deputy Headteacher, and the Application Form should be filled in at least 21 days before the event with a copy of your Public Liability Insurance.

The Headteacher will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The Headteacher is responsible for the management of lettings, in accordance with the school's policy, but the Headteacher may delegate all or part of this responsibility to other members of staff, whilst retaining overall responsibility.







The School's Safeguarding and Prevent policies must be consulted and followed when dealing with external organisations that work with children or young people.

All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Headteacher before approval is given. The school is committed to safeguarding and considers safeguarding against radicalisation to be no different from safeguarding against any other vulnerability. The school will expect people who hire the school premise to uphold the fundamental principles of British Values.

The caretaker will submit an incident report if he suspects that the letting or gathering has been used for political purposes not previously authorised by the Headteacher, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

If the Headteacher has any concern about the appropriateness of a particular request for a letting, he/she will consult with the Chair of Governors or other member of the Finance and Resources committee who has the authority to determine the issue on behalf of the governing body. The governing body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

The school will refuse lettings if, in the judgment of the Headteacher and Chair of Governors the organisation or individual requesting to hire the school does not hold views that are in line with fundamental British values as defined by the Department for Education. These are:

-  an understanding of how citizens can influence decision-making through the democratic process;
-  an appreciation that living under the rule of law protects individual citizens and is essential for their wellbeing and safety;
-  an understanding that there is a separation of power between the executive and the judiciary, and that while some public bodies such as the police and the army can be held to account through Parliament, others such as the courts maintain independence;
-  an understanding that the freedom to choose and hold other faiths and beliefs is protected in law;
-  an acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour; and
-  an understanding of the importance of identifying and combatting discrimination.

## **HIRE AGREEMENT**

Once a hiring has been approved, a letter/email will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions and the hire agreement.

The hire agreement needs signing and returning to the school before the hiring can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The hire agreement (with the terms and conditions of hire of the school premises attached thereto) will be signed in duplicate by the hirer and on behalf of the Governing Body.

The named individual (or the organisation he/she is representing) applying to hire the premises will be invoiced for the cost of the letting.

All hiring fees will be paid into the school's bank account to offset the costs of services, staffing etc.

We are a NO SMOKING site, smoking is not allowed anywhere on the premises or school grounds.

## **TERMINATION OF HIRE AGREEMENT**

The Headteacher, or the Chair of the Governing Body, has the immediate power to terminate any hire agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

## **COMPLAINTS**

Any complaints arising from a hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available from the School Office, or the hirer own

complaints policy, depending on the nature of the complaint. It will be at the Headteacher's discretion which complaints procedure is followed.