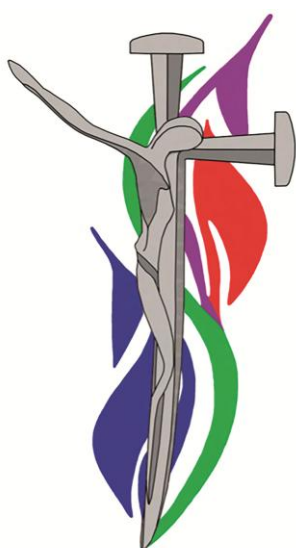


Holy Cross MAC Premises Hire Policy

at

Christ the King Catholic Primary School



**Approved by:
Governing Body**

September 2026

Date: September 2026

Last reviewed on:

September 2026

Next review due by:

September 2027

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1. Aims

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support the school community
- 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
- To enhance curriculum enrichment opportunities for Christ the King pupils
- Ensure All hirers providing activities involving children must comply with the current version of Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children and the school's Child Protection and Safeguarding Policy

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Sports hall
- Playing fields (SL site only)
- Music Room

2.2 Capacity and charging rates (see also Appendix 1 - Room Capacity Calculator for Lettings)

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

AREA	CAPACITY	COST
Sports hall	180 adult chairs for pupil performance 200 adults standing 420 pupils sitting	No additional cost during school day – external providers used to enhance curriculum opportunities No additional cost to external coaches for before and after school clubs - clubs are only available to CTK pupils

AREA	CAPACITY	COST
Music Room	60 pupils seated 30 children for group work	No additional cost during school day – external providers used to enhance curriculum opportunities No additional cost to external coaches for before and after school clubs - clubs are only available to CTK pupils
Playing fields (SL site only)	450 pupils 1000 capacity for spectators including competitors For after school clubs pupil: adult ratios are as follows Forest School 1:10 Sports Clubs 1:20 KS1 Sports Club 1:10	No additional cost during school day – external providers used to enhance curriculum opportunities No additional cost to external coaches for before and after school clubs - clubs are only available to CTK pupils

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.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 21 days . 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 21 days . 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 Office 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 2 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 Chair of Governors and the Headteacher. In the absence of the Headteacher it will be the Deputy Head.

If the request is approved, we will contact the hirer with details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of their 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.

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 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 10 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
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 21 days notice will not be refunded.
 13. Any cancellations by the school made with at least 21 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'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.
 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 license.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

The hirer must inform the school in writing of the safeguarding arrangements that are in place.

The hirer agrees to the safeguarding arrangements being audited by the school or the MAC at any time.

- Where activities involve contact with children, the hirer must ensure that all staff, volunteers, coaches, instructors and helpers have completed the appropriate DBS checks, including children's barred list checks where required by law.
- The hirer must identify a Designated Safeguarding Lead (DSL) or safeguarding lead responsible for the activity and provide contact details to the school upon request.
- Any safeguarding concern regarding a child whilst using the school premises must be reported immediately to the school's Designated Safeguarding Lead or Deputy DSL. If the concern arises outside school opening hours, the hirer must follow their own safeguarding procedures and notify the school at the earliest opportunity.
- Any allegation, concern or disclosure involving an adult working with children on the school site must be reported immediately to the Headteacher and managed in accordance with the school's allegations and low-level concerns procedures.
- Hirers must report low-level concerns regarding the conduct of adults working with children where that behaviour may be inconsistent with the school's Staff Code of Conduct or safeguarding expectations.
- On request, hirers must provide evidence that safer recruitment procedures have been followed, including identity checks, references, qualifications and suitability checks where appropriate.
- Hirers delivering activities involving digital devices, internet access, photography, filming or social media must have appropriate online safety measures in place and comply with the school's online safety expectations.
- Photographs, video recordings or live streaming involving children must not take place without appropriate consent and safeguarding controls.
- Hirers must ensure all staff and volunteers working with children have received safeguarding training appropriate to their role and understand their reporting responsibilities.

All hirers providing services or activities involving children must comply with the current versions of Keeping Children Safe in Education, Working Together to Safeguard Children and the school's Child Protection and Safeguarding Policy.

Hirers must:

Have a named safeguarding lead responsible for the activity.

- ✓ Ensure all adults working with children have appropriate DBS clearance and barred list checks where required.
- ✓ Follow safer recruitment procedures.
- ✓ Ensure safeguarding training is up to date.
- ✓ Report safeguarding concerns immediately.
- ✓ Report allegations or low-level concerns regarding adults without delay.
- ✓ Maintain suitable online safety arrangements.
- ✓ Comply with school procedures relating to photography, mobile phones and recording devices.

Failure to comply with safeguarding arrangements will result in the termination of any hire/lettings agreement in place.

Appendix 1

Room Capacity Calculator for Lettings

These calculations use relevant guidance from Building Bulletin 100 and DCLG Guidance for Fire Risk Assessment.

You can calculate room capacity either using meters squared or based on the number of fire exits. Guidelines state that the lowest capacity figure should be used.

The figures used to calculate capacity are as follows:

Standing persons: 0.45m² per person

Seated persons: 1.00m² per person

Halls used for sports: 5.00m² per person

The calculation should take into account the space occupied by furniture and equipment.

To calculate the capacity using fire exits, add up the total number of exits, and subtract 1 from the total. If escape route doors are too close to one another and are likely to be simultaneously disabled by the same fire (e.g. within 45° of each other) then they should be classed as one exit and it may be necessary to discount them both from your calculation.

1 fire door = 60 persons max

2 fire doors = up to 600 persons

3+ fire doors = more than 600

There are 2 worked examples below which use both methods to calculate capacity for a variety of uses, and then the capacities are determined based upon the lowest figure from the 2 calculations:

Examples:

	Size (m ²)	Available space m ²	Total capacity (no seating) (x0.45m)	Suggested capacity (all seated) (x1.00m)	50/50 mix of seated/standing	Capacity for sports activities	Capacity based on number of fire exits
Hall 1	13.20 x 8.50	112.20	249	112	180	22	600 (3-1 fire exits = 2 exits)
Hall 2	16.80 x 7.60	127.68	284	127	205	25	60* (2-1 fire exits = 1 exit)

*For any room with only 1 useable fire exit the maximum occupancy is 60 persons.

Hall 1: 180 (there are 2 useable fire exits of suitable sizes, but the room itself is too small)

Hall 2: 60 (the room has a larger capacity than Hall 1, but the lack of fire exits limits the number of people)

There may be local mitigating factors that could be used to justify a slightly increased capacity, but these would need to be clearly outlined in any fire evacuation plan.

Appendix 2: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact the admin team via email admin@ctk.coventry.sch.uk or by telephone on 02476335790

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	
Please confirm in detail what Safeguarding arrangements are in place to ensure children's safety whilst on the school site	

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 to a member of the admin team at the school office or via email admin@ctk.coventry.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.

Appendix 3: Confirmation of licence template letter

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is free on the **date(s) and time(s)** of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the enclosed terms and conditions/terms and conditions already provided to you.

Based on the length of time and area requested, there will be no additional fee for the hire of the space requested.

We require you to submit to us proof of the following:

1. Your public liability insurance.
2. An up to date DBS certificate
3. Please can you confirm in writing that you have read and agreed to follow the most recent school Safeguarding Policy and procedures (attached to this email).

Please inform us immediately of any changes to your safeguarding arrangements.

We will provide you with confirmation details of emergency evacuation procedures (also included within this email) in the event of a fire/similar emergency. Please make sure you're familiar with these before the date of hire.

You can contact a member of the admin team with any questions about hiring the premises via emailing admin@ctk.coventry.sch.uk

Kind regards,

Christ the King catholic Primary School