



Premises Hire Procedure

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Non-Statutory

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1. Aims

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
- Hiring out of the premises should not interfere with the school's primary purpose of providing education to its pupils

2. Lettings Management

The hire programme is managed by Edulettings: <https://bookings.edu-lettings.org/southampton/edu-regents-park-community-college>.

3. Areas available for hire

Please see Edulettings website <https://bookings.edu-lettings.org/southampton/edu-regents-park-community-college> for the latest information.

4. Charging rates and principles

4.1 Rates

Please see Edulettings website <https://bookings.edu-lettings.org/southampton/edu-regents-park-community-college> for the latest information.

4.2 Cancellations

Please see Edulettings website <https://bookings.edu-lettings.org/southampton/edu-regents-park-community-college> for the latest information.

4.3 Review

The revenue raised from hiring out will be reviewed by the 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 please see Edulettings website <https://bookings.edulettings.org/southampton/edu-regents-park-community-college> for the latest information.

Regents Park 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 terms and conditions (Available on the Edulettings website, <https://bookings.edulettings.org/southampton/edu-regents-park-community-college>) 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.

7. Safeguarding

Regents Park is dedicated to ensuring the safeguarding of its students at all times. Regents Park safeguarding and protection policies can be found on the school website here: <https://www.regentsparkcollege.org.uk/home/parents/school-policies/>

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

Children should be under the guidance of supervising adults at all times, running and games are not permitted in buildings other than designated Hall and Gym.

It is the hirers' responsibility to ensure that all adults working with the children are adequately trained and have the appropriate DBS clearance level.

If you believe a child to be at immediate risk of harm, or that harm has occurred, please contact the Police.