



St Philip Howard
CATHOLIC SCHOOL

Premises Hire Policy

**This Policy has been approved and adopted by the Governors
of the Resources Committee**

Approved	Review
March 2026	March 2027



Overview

St Philip Howard Catholic School have contracted the services of Progressive Lettings,
7, Building 12, Windmill Lane, Denton, Manchester, M34 3QS.

The agreement with Progressive Lettings commenced on 1st March 2025. This will continue on a rolling 12 month contract.

Conditions of agreement:-

- All prospective staff to be vetted and interviewed by the Headteacher and Business Manager
- All successful applicants must have two satisfactory references and an enhanced DBS check which does note any issues of possible concern
- All staff to be fully trained in the security procedures for the school buildings
- Areas hired are to be left in clean and tidy condition ready for the next school day
- All areas of this policy to be adhered to by all Progressive Lettings personnel
- Any complaints or areas of concern to be reported to the School Business Manager as soon as possible
- Pay St Philip Howard 75% of all profits once costs have been removed
- To be responsible for repairing and/or replacing any damage

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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 (via our lettings agent Progressive Lettings) 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
- School Hall
- MUGA
- Dance Studio
- Classrooms
- Reading Hub
- Canopy spaces

- 2.2 Capacity and charging rates

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

AREA	CAPACITY	COST
Sports hall	150	£35.00 per hour
MUGA	N/A	£35.00 per hour
School Hall	150	£30.00 per hour
Dance Studio	40	£15.00 per hour
Cricket Nets and mats	N/A	£35.00 per hour
Badminton Court	N/A	£12.50 per hour
Grass Pitch	N/A	£30.00 per hour
Classroom	30	£15.00 per hour
Whole school hire or alternate areas	N/A	To be priced per application.

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section 2.2.

We reserve the right to impose an additional cleaning fee of £25 (via our agents) on top of the hiring rates if facilities are not left in an acceptable state of cleanliness.

Progressive Lettings (PL) invoice the hirers on the 15th of each month to cover charges for the following month i.e. 15th March covers April lettings

3.2 Cancellations

We reserve the right to cancel any agreed hiring with as much notice as possible

- The school will contact PL as soon as possible, if enough notice is not given to offer an alternative, PL reserve the right to pass the cost of cancellation on to the school
- PL will contact the hirer directly on their preferred contact method. if space and suitability permits, an alternative area will be offered under these circumstances.

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 if reasonable notice is given.

The hirer of the premises can cancel any hire with a minimum of 15 days' notice. 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 school business 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 shall contact either PL at:

Progressive School Lettings

Telephone: 0300 303 2017

Email: bookings@progressive-lettings.co.uk

Contact name: Liam Loynd

OR, the school office who will pass on the details to PL.

All hirers shall complete the necessary application form and provide DBS details for people running the sessions, plus details of their liability insurance to PL. Copies will be made available to the school.

PL shall consult with the Headteacher/School Business Manager regarding any requests that are not compliant with mainstream activities or which may conflict with the Catholic nature of the school.

If the request is approved, PL will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. PL 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.

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, and/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/PL, 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. There is nothing in the licence that 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 made with at least 5 days notice will be refunded.
14. Any cancellations by the hirer received with less than 15 days notice will not be refunded.
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 will clean their own equipment brought into the premises, and clean the premises after use..
18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.

19. 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.
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
21. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by Progressive Lettings shall apply to and are incorporated in the licence.
25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
26. 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. This is also extended to Progressive Lettings and all of its staff.

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 Progressive Lettings as soon as reasonably practicable.

7. 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.