



Batley Multi Academy Trust

Premises Hire Policy

2025 - 2027

Batley Multi Academy Trust

Approved by: Board of Trustees

Ratified: March 2026

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Reviewed by: Trust Central Team

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Review date	Changes made	By whom	Date shared
November 2024	Creation of Trust wide policy	CFO	November 2024
September 2025	Updates to staffing Updates to pricing	COO	October 2025
March 2026	Updates to staffing Inclusion of pricing for TDC facility	DC&G	March 2026

Aims and scope

We aim to:

- Make sure the Trust's premises and facilities can be used, where appropriate, to support community or commercial organisations.
- Allow the hiring of the premises without impacting the finances of the Trust family of schools detrimentally.
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for our schools.
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its learners.
- Hire out facilities in a way that is safe, following government guidelines and in line with the relevant risk assessment(s) and the Batley Ethical Leadership Charters.

Areas available for hire

Available areas

The Trust will permit the hire of specific areas in each of the schools – these will include but not necessarily all of those listed below. There may be some times during the academic year where certain spaces are not available for hire due to school activities e.g. examination halls during examination times. You would be notified of that at the time of making your bookings.

The Trust Development Centre (TDC) will also permit the hire of its three meeting rooms, subject to availability.

- Sports halls
- Playing fields & outdoor spaces
- Classrooms / Meeting Rooms
- Examination halls

Capacity and Charging Rates

The maximum capacity and rates for hiring each area are included in Appendix 1.

Charging rates and principles

Rates

The rates for hiring out different areas are listed in the table in Appendix 1.

The school 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. In these circumstances, the term of hire must be clearly stated such that these

arrangements are not deemed permanent nor lasting agreements. The decision to discount the lettings rate is at the discretion of the Headteacher of the school.

The school or Trust may decide to impose an additional cleaning fee on top of the letting rates and other additional charges if the nature of the activity taking place deems it necessary.

Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 14 days notice.

A full refund will be issued if we do cancel a hire. The school or Trust 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 14 days notice. If less notice than this is given, the hirer shall not be entitled to a refund.

If invoices are unpaid after 30 days and are overdue, the lettings agreement will be temporarily paused by the school. Until the outstanding debts are paid in full, the hirer will not be granted access to the hire location nor will they be able to make further bookings in any of the Trust's schools.

Review

The revenue raised from lettings will be reviewed by the Chief Financial Officer at regular intervals during the year and will be included in the school's/Trust's monthly financial reporting, to ensure best value is being achieved.

Application process

Those wishing to hire the premises should fill out the hire request form and the associated documents which include statements regarding insurances, safeguarding and fire evacuation found in appendices 3 and 4 of this policy, and read the terms and conditions of hire set out below.

The hirer should fill out and sign the letting request form and submit it to the designated contact in the school. The contact details for each school are provided in the appendix 2.

Approval of the request will be determined by the Headteacher or CEO, as appropriate.

If the request is approved, the hirer will be contacted with details of how to submit payment and make arrangements for the date and time in question. 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 our Trust, or reputational damage may occur.

An invoice will be raised by the Trust and sent to the hirer with the signed hire agreement. The invoice will be due for payment 30 days after issue. Invoices will be raised on a monthly basis to cover all of the lettings in a calendar month.

Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the 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/Trust, and shall not be entitled to set off any amount owing to the school/Trust against any liability, whether past or future, of the school/Trust 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/Trust 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/Trust 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/Trust 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 have their own public liability insurance with a reputable insurer approved by the school/Trust and, where requested by the school/Trust, shall provide a copy of the relevant insurance certificate.
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/Trust from and against:-
 - a) Any damage to the premises or school/Trust equipment;
 - b) Any claim by any third party against the school/Trust; 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/Trust 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 14 days notice will be refunded.
14. Any cancellations by the hirer received with less than 14 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 be required to make their own first aid arrangements, such as the provision of a first aid kit and the provisions of first aid training for supervising personnel. There is no legal requirement for the school/Trust to provide first aid facilities and the school's/Trust's resources will not be available to the hirer.
17. 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.
18. The hirer will clean their own equipment brought onto the premises, and leave the premises clean and tidy after use.
19. Food and drink will not be prepared or consumed on the property without the express consent in the hire application.
20. Intoxicating liquor will not be bought, sold or consumed on any part of the premises.
21. Smoking, vaping or any smoking related activity must not take place on any part of the premises, including the outside areas.
22. No drugs or any illegal substances can be brought onto the premises at any time.
23. Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the hirers shall ensure that the requirements of the relevant legislation are strictly observed.
24. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school/Trust.
25. If the hirer breaches any of the terms and conditions, the school/Trust reserves the right to terminate the licence with immediate effect and retain any fees already paid to the school/Trust, without affecting any other right or remedy available to the school under the licence or otherwise.

26. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
27. 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.
28. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
29. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
30. The Trust's Premises Hire Policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school/Trust shall apply to and are incorporated in the licence.
31. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
32. The school/Trust 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.

Safeguarding

The Trust is dedicated to ensuring the safeguarding of its learners and staff at all times. It is a requirement of hire that hirers abide by the Trust's 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 learners, for example if the hire occurs during school hours, or when learners 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 provide the relevant paperwork as evidence of these checks. Such evidence must be provided to the school contact 72 hours before the first hire period.

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/Trust.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the premises, they shall contact the school/Trust (see Appendix 2) as soon as reasonably practicable.

The hirer understands that if our Trust family of schools receives an allegation relating to an incident where an individual or organisation is using our premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO), and the police if required.

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 Trust Central Team.

Appendix 1: Area Capacity and Cost

SCHOOL	AREA	CAPACITY	COST
The Fields Community Centres	Office	4	£10/hr
	Creche	24	£20/hr £50/ per half day £100 / per full day
	Training Room	20	£20/hr £50/ per half day £100 / per full day
	Health Room	4	£10/hr
Primary Schools	School Hall		£30/hr
Field Lane School Healey School Manorfield School	Playground including MUGA		£20/hr
Upper Batley High School	All Facilities Evenings (after 4pm) Weekends School Holidays (9am-3pm)		£45/ hr £45/hr (min. 2 hrs) £80 daily charge for children's activities/clubs
Batley Girls' High School	All Facilities Evenings (after 4pm) Weekends School Holidays (9am-3pm)		£45/ hr £45/hr (min. 2 hrs) £80 daily charge for children's activities/clubs
Batley Grammar School	School Hall		£45 hr
	Gymnasium/ Dance Studio		£35 Hr
	Evenings (after 4pm) Weekends School Holidays (9am-3pm)		£45/ hr £45/hr (min. 2 hrs) £80 daily charge for children's activities/clubs
	Classroom		£25 Hr

SCHOOL	AREA	CAPACITY	COST
Batley Grammar School <i>(continued)</i>	Playing Field per Match (2 hrs)		£25
	Football Pitch Seasonal Hire (11*11 full size pitch) NO changing facilities		£700
	Football Pitch Seasonal Hire (11*11 full size pitch) WITH changing facilities		£850
	Football Pitch Seasonal Hire (9*9 full size pitch) NO changing facilities		£700
	Football Pitch Seasonal Hire (9*9 full size pitch) WITH changing facilities		£850
	Football Pitch Seasonal Hire Infant Pitch (up to age 5)		£200
Trust Development Centre	Oak Room	20	£100 / per full day
	Maple Room	14	£50 / per full day
	Alder Room	8	£50 / per full day
	All 3 (Oak, Maple and Alder)	42	£200 / per full day

Appendix 2: Contact Details

Organisation/School	Contact Email
Batley Girls' High School	office@batleygirls.co.uk
Batley Grammar School	info@batleygrammar.co.uk
Field Lane Junior, Infant and Nursery School	office@fieldlaneschool.co.uk
Healey Junior, Infant and Nursery School	office@healeyschool.co.uk
Hyrstmount Junior School	office@hyrstmountschool.co.uk
Manorfield Infant and Nursery School	office@manorfieldschool.co.uk
Purlwell Infant and Nursery School	office@purlwellschool.co.uk
The Fields Community Spaces	fieldscoordinator@batleymat.co.uk
Trust Development Centre	governance.professional@batleymat.co.uk
Upper Batley High School	office@ubhs.co.uk

Appendix 3: Lettings 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 contained within this policy.

If you have any questions, please contact the school concerned or Trust directly.

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Name of Lead Contact (of Organisation applying) Address: Phone no: Email address:
Preferred method of contact	
Email address for invoicing purposes	
Purpose/activity of organisation	
Name of which premises requesting to be hired:	
Part of the premises requesting to be hired	

Date and time of first hire	
Frequency of hire	
Date and time of last hire	
Number of expected participants in the activity	

By signing below, I agree to the terms and conditions set out in this premises hire policy.

Name:	
Date:	
Signature:	

Please return this form and the supplementary information via email to the relevant contact details in Appendix 1.

We will be in touch to inform you if your request is successful, and if so, will provide details of the full cost and payment schedule.

Appendix 4

Lettings Request Form – additional information

1. Lettings Indemnity
2. Safeguarding Policy

**Please complete and return with the lettings request form
LETTINGS INDEMNITY FORM**

INSURANCE COVER – To comply with the conditions of the hiring agreement.

I hereby indemnify the school/Trust against any claims made against it arising from the use of hired premises. In addition, I accept responsibility for any claims the school /Trust may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as under:

Policy number:	
Expiry date:	
Name of insurer:	
Address of insurer:	
Indemnity limit:	

Your name:	
Your signature:	
Date:	

SAFEGUARDING

The hirer agrees that systems are in place with regards to safeguarding measures as per this policy:

Name:	
Contact details	
Email:	
Tel:	
Date:	

Appendix 5

Confirmation of letting - template letter

Dear [contact name]

Thank you for submitting your hire request form to us.

We are pleased to say the area you've requested is available 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 terms and conditions already provided to you.

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee].

Payment can be us by bank transfer or by card payment – details of which are found on our invoice. This will be emailed to the email address provided in the booking form from our Xero financial system (please check your junk/spam folder if this has not been received within 72 hours of this confirmation).

We extend 30-day credit terms and will invoice on the first day of the first hire and then on a monthly basis thereafter until the end of the hire period. Please note we request full payment of the fee on each invoice due date.

We have also attached our Fire Evacuation Procedure - please sign and return the acknowledgement 72 hours prior to the first hire.

Insert if required:

As there is a chance that your group will come into contact with learners during the hire period, we will ask for confirmation that you, as hirer, has the appropriate level of DBS check. Please provide the relevant paperwork as evidence of these checks to the school/Trust 72 hours before the first hire period.

Should you have any queries about the hire then please contact [named contact and details].

We look forward to welcoming you to our school/Trust .

Kind regards,

[staff member name]

[staff member role]

FIRE EVACUATION PROCEDURE FOR LETTINGS

INCLUDE Site specific information

In the event of a fire alarm, everybody must vacate the building by the nearest available exit.

All property to be left in place. Doors to be closed on leaving.

Everybody must assemble on the hard court area behind the rear of the building. Groups are to assemble with their leader who will check that all are accounted for. This information should be passed to the Designated Fire Officer.

No one is to return to the building until permission is given.

The leader is reminded that groups should be told about these procedures on each visit.

Please remember that there is no smoking, vaping or drug use on school premises at any time.

Please sign and return to school (keeping a copy for your records).

Please print full name: <i>(Block capitals)</i>	
Signature:	
Group name: <i>(Name of booking)</i>	
Date:	