

Ton Yr Ywen Primary School Premises Hire Policy

December 2024



Approved by the Headteacher of Ton Yr Ywen Primary School

Headteacher

Date: 09/12/24

Proposed Date of Future Review: July 2025 thereafter annually

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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
- Ensure that any hirer is compliant with all legal and regulatory requirements.
 - Not let any hiring out of the premises that interfere with the school’s primary purpose of providing education to its pupils

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

1. School infant hall
2. School junior hall
3. Canteen room
4. Classroom / Intervention space

2.2 Capacity and charging rates

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

AREA	CAPACITY GUIDELINES – NOTE: DEPENDANT UPON THE ACTIVITY BEING UNDERTAKEN. NUMBERS BELOW ARE BASED ON AN ACTIVE ACTIVITY.	COST
School infant hall	40	£30 per hour
School junior hall	60	£45 per hour
Canteen room	30	£30 per hour
If you wish to hire all 3 halls listed above for the same hire period, a discounted rate of £90 per hour will be applied.		
Classroom / Intervention space *Limited availability. * Classroom resources are not included as part of the hire.	20 – seated or stood only 10 - if floor based activities Note: In the case of the hire of an intervention pace the number of persons permitted will need to reflect the size of the space hired.	£30 per hour
School grounds	These are not available to hire, in order to minimise impact of activities on neighbouring homes. The only approved outdoor event is the annual summer festival.	

Note: If additional chairs are needed as part of the hire these will be made available at a hire charge of 20p each. These must be booked in advance of any hire.

3. Charging rates and principles

3.1 Rates

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

3.2 Cancellations

We reserve the right to cancel any agreed hiring. Usually, except in the case of an unforeseen emergency, this will be with a minimum of 7 days' notice. A full refund (of any already paid monies) will be issued if we do cancel a hire. The school shall not be liable for any direct, 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.

Where hiring of the premises is agreed by the Governing Body, the hire is for the dates agreed on the Hire Request Form. Any non-attendance will still be charged and the Governing body expects hire costs for the term to be paid in advance of the term beginning. Admittance to the site will be prohibited where hire costs have not been paid to the school within 2 school days of the intended first booking for that term.

3.3 Hires exceeding hire periods

If the hire exceeds the hire period during standard working hours (08:00 to 18:00 Monday to Friday) the hirer will be charged an additional cost at the prevailing room hire rate. Charges will be applied in 15 minutes increments that will be rounded up to the nearest 15 minutes. If the hire period is exceeded outside of the standard working hours the charge will be a 2x the prevailing room hire rate.

3.4 Use of school car park

If the hirer wishes to allow their staff or participants to use the school car park the hirer must indicate this as part of their application and agree to adhere to the School Traffic Management Plan (TMP) for External Hires. The School's TMP for External Hires is included in Appendix 4.

3.5 Review

The revenue raised from hiring out will be reviewed by the Headteacher and Resources Committee and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire all or any part of the premises must complete and submit to the school office the hire request form, which includes the Fire Safety expectations. See appendix 1 of this policy, and read the terms and conditions of hire set out in the Hire request form including the Fire Safety procedures.

Approval of the request will be determined by School Governors and the Headteacher.

If the request is approved, the hirer will be contacted and given details of how to submit payment and make arrangements for the date and time in question. The hirer **MUST** provide proof of its public liability insurance and DBS checks for all staff using the spaces in advance of any hire being approved.

We reserve the right to decline any applications, or terminate any bookings at our absolute discretion, in particular where the organisation does not uphold the values of the school and/ or physical or reputational damage could occur. This extends to any communications sent out by the hirer.

Payments for all bookings must be made in advance. No refund will be given where the person hiring chooses not to use the provision. The hirer is expected to advise the school at the earliest opportunity if they do not intend to use the hire provision.

Appendix 1: Hire request form – Ton Yr Ywen Primary School

To whom it may concern.

Thank you for your interest in running a club, or making a hiring at Ton Yr Ywen Primary School. In order for Governors to consider your request the following application must be completed and returned to the school. Once the Governing Body have considered your request they will write to inform you as to whether your application has / has not been successful. Any approved lettings also need to be shared with Cardiff Local Authority.

Please note the Hire Charge is subject to annual review by the school.

Current rates are:

Each hall hired = £30 per hour except the main junior hall which is charged at £45 per hour (School Year 2024-2025). A discounted rate of £90 per hour will be applied if all three halls are hired for the same period of time. This charge does not include resources or any administrative support.

Yours Mrs A James-Griffiths (Headteacher) and Mr J Aubrey (Chair of Governors)

APPLICATION FOR HIRE OF SCHOOL PREMISES BY NON-DIRECTED USERS.

APPLYING TO UNDERTAKE THE FOLLOWING PROVISION

AT TON YR YWEN PRIMARY SCHOOL



For use by external hirers only

Name of organisation:	
Contact name & address:	Post Code:
Is this the same address to which invoices should be sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact telephone numbers:	Home: Work: Mobile:
Contact email address:	Email:
School in which accommodation is required:	Ton Yr Ywen Primary School
Type of accommodation required (e.g. hall or classroom – note we do not hire out the grounds):	
Purpose for which accommodation is required?	
Approx numbers using accommodation:	Under 18 year olds: _____ Over 18 year olds: _____
Dates accommodation is required:	From: / / To: / / Number of weeks: _____ Or write individual dates below:

Day(s) of the week required:	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>
Times accommodation is required:	From: am/pm To: am/pm
Period of hire (please tick):	<input type="checkbox"/> Single hire <input type="checkbox"/> Autumn term <input type="checkbox"/> Spring term <input type="checkbox"/> Summer term
Do you intend to let staff and/or participants use the school car park?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Form of Agreement and Indemnity

- I agree to abide by and observe the several conditions imposed by Ton Yr Ywen Governing Body set out in this document. I undertake to pay the cost of making good any damage that may occur whether to buildings, fixtures, furniture, piano, apparatus, playground, car park or otherwise and howsoever caused by reasons such as hiring. I also agree to indemnify Cardiff Council against all claims arising from accident or any other cause or causes in connection with the use of school premises under this hiring, including any claim by a third party in respect of any loss to any premises during the hiring in respect of any loss or damage, injury or accident whatsoever.
- This application does not constitute an approval of use until an official permit of authorisation is received by the hirer.
- All hirers are reminded of Regulation 18, that for their own protection they **must** obtain public liability insurance, insuring themselves against claims from other members of the public.
- If you intend to make use of the school car park you must agree to follow the school Traffic Management plan for External Hires.
- Any invoices must be settled on demand and non-payment within 2 school days of the expected start date of the hire result in future agreements becoming void and the hiring terminated. Invoices for termly bookings are issued at the beginning of each term and are subject to payment immediately.
- **This form should be completed and returned to the school at least 10 working days before the first date of requested hire. Note: Where less than 10 working days notice is given, it may not be possible to approve a hire request. Requests will not be processed during school closure periods. Where multiple organisations are interested in hiring the premises at the same time, Governors will usually apply a ‘first come - first approved’ approach. (Subject to Governing Body checks)**

The organisation MUST have public liability insurance cover, please give details and attach a copy of the insurance certificate	Name of Insurance Company: _____ Policy Number: _____ Policy Certificate attached <input type="checkbox"/> Yes
Where the purpose of hire will include use of the premises by under 18 year-olds/vulnerable adults, have you ensured that all persons connected to the hire over 16 have a valid DBS certificate from the Disclosure and Barring Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No For the hire to proceed you <u>must</u> provide copies of valid DBS certificates for all persons connected to the hire.

<p>Please confirm whether you have the policies/procedures listed here in place. You do not need to attach these to your hire request, but you may be asked, with short notice, to provide us with sight of the documentation relating to any of these policies/procedures.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A Safeguarding Policy <input type="checkbox"/> A Code of Conduct, which outlines what standard of conduct is acceptable <input type="checkbox"/> Procedures for all staff and/or volunteers to undergo recognised safeguarding training <input type="checkbox"/> Procedures to ensure that all coaches have a recognised qualification, as required for specific sporting activities <input type="checkbox"/> A procedure for reporting and responding to injuries or accidents that occur during the period of hire <input type="checkbox"/> Procedures to ensure that recommended ratios of supervising adults to children are adhered to, as required <input type="checkbox"/> Consent from parents (where applicable) for images of their child to be taken and used in line with the stated purpose/usage <input type="checkbox"/> Consent from parents (where applicable) for physical contact to be used if required for demonstration purposes <input type="checkbox"/> Emergency contact details from parents and key medical information for under 18 year-olds/vulnerable adults (where applicable) <p>If you need to provide any additional information relating to any of the policies/procedures listed above, please do so here (you may attach an additional sheet if that is necessary):</p>
<p>Please provide a named and contactable Welfare Officer, who is responsible for the implementation of your Safeguarding Policy</p>	<p>Name of Welfare Officer:</p> <p>Contact telephone number:</p>

<p>Do you agree to adhere to the School Traffic Management Plan for External Hires?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>Signature of applicant:</p>	
<p>Name of applicant:</p>	
<p>Address if different from above:</p>	

Date of application:	
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Appendix 2: Regulations for hiring Ton-Yr-Ywen premises:

1. Premises will not be available for hours included in the school timetable, or for any purpose which shall interfere with the educational work of the school, or can be reasonably considered a cause of nuisance or annoyance to the neighbourhood.
2. Any application may be refused without reasons being given.
3. Meetings that interfere with the work of any Lifelong Learning classes/sessions may be terminated at once on grounds deemed to be satisfactory by the Chair of Governors of Ton Yr Ywen whose decision will be final.
4. The hirer shall undertake to pay Ton Yr Ywen Governing Body the cost of making good any damage or injury that the property of this Council may sustain during occupation. Any breakages must be reported to the Headteacher or the Chair of Governors.
5. Occupation shall not commence until the agreement form has been signed and a permit issued to the hirer.
6. Power of sub-letting shall not be granted to the user.
7. No letting agreements would under normal circumstances be available after 8pm without special agreement of the Governing Body. Users must adhere strictly to the times given on the official permit and vacate the premises on or before that time.
8. No desk or fixed furniture that may be in the school shall be interfered with nor shall any furniture or apparatus be introduced to the premises without the sanction of the Headteacher or Chair of Governors. In certain parts of the school seating for adults is not provided and parties using the premises must make their own arrangements as to chairs or seating. Such seating must be removed after the hire as not to interfere with the caretaker in preparing rooms for the school's own use. Furniture must be replaced by the hirer in the situation in which it was found. Standing on seats, furniture, and window sills etc is not permitted. Fittings, fixtures or heating arrangements of the premises shall not be used or altered without the sanction of the Chair of Governors.
9. Premises must be left clean and tidy after use.
10. No intoxicating liquors/ substances or animals (except service dogs) shall be allowed on the school premises, unless by special arrangement with the Headteacher or Chair of Governors.
11. Smoking and vaping are not permitted on school premises.
12. Rooms reserved for staff will not be available for hire. When a school or part of it is closed for the day in consequence of the prevalence of infectious diseases, industrial dispute, building work, damage to the premises or services, use as a polling station or any other cause, it may be closed with or without notice during the said period to all users.
13. Occupation of any room shall not exceed the permitted number of seating or standing places as approved by the Fire Certificate on the premises.
14. The charge made for the use of rooms or halls is inclusive of all payments to the Estates Manager.
15. It shall be the duty of the Estates Manager to see that no room is used without the authority of the Director for Education.
16. All meetings must be open to inspection by any person authorised by the Chair of Governors and the police in the case of public meetings.
17. The hirer shall make provision for public liability insurance with a minimum liability of £5million, and shall pay all premiums due and will be required to submit a copy of the policy document with the booking form, and upon renewal.
18. Where the purpose of hire will include use of the premises by under 18 year-olds/vulnerable adults, the hirer will ensure that all persons over 16 present in connection with the hire will have valid DBS certificate, sight of which will be required at the time of booking.
19. Where the purpose of hire will include use of the premises by under 18 year-olds/vulnerable adults, the hirer will ensure that they have complied with the requirements set out in Appendix 1 of this hire policy, which will enable Ton Yr Ywen Governing Body to comply with their Child Protection Policy.
20. The conditions of use shall include other restrictions, conditions and other matters as may be required by the appropriate authorities including licensing of plays and music, food hygiene, fire regulation, music, dancing and the consumption or sale of liquor.

21. School pianos may be available in connection with the letting but application must be made in advance to the Headteacher and usage may incur an additional charge.
22. The Council and Ton Yr Ywen Governing Body accepts no liability for vehicles parked on the playground or in the car parks. Priority for car parking spaces is given to staff first. Those hiring may use the car parks only if spaces are available, and they have agreed to adhere to the School Traffic Management Plan for External Hires. They must not block in the bins or other vehicles parked. They must also be courteous to the local community, and when parking on nearby roads must not block drives or ignore road local markings and signage.
23. The hirer shall ensure that users of the premises (his/her/their party) are aware of the location of emergency exits and the location of fire-fighting equipment prior to the commencement of the hire.
24. The Governing Body of the school is responsible for setting charges and the hirer will be invoiced, with payment expected in advance each term. The Hire Agreement including the hire prices will be reviewed each summer term by the Governing Body Committee in readiness for the start of each new academic year. Hirers will be advised of any changes to the Hire agreement by 1st July each year.

Appendix 3: Fire Safety procedures

This section describes the procedures that need to be followed by those hiring Ton Yr Ywen Primary School in the event of a fire or other emergency situation that requires evacuating the building.

If you discover a fire

- Activate the fire alarm by pressing one of the red fire call points. These are located near exit doors. This will automatically notify the Alarm Receiving Centre (ARC) at Cardiff Council.
- Person in charge to telephone the Fire Brigade - 999.
- Telephone the Estates Manager - (Phill Young 078760526678)
- It is Cardiff Council policy that no person should attempt to fight a fire unless it is the only way to escape a building. Raising the alarm and starting the evacuation as quickly as possible is the best way to keep everyone safe.
- Water, foam and carbon dioxide extinguishers and fire blankets are located around the school.



If you hear the fire alarm

- Stop what you are doing and line up quickly and calmly.
- Leave the building by the nearest safe exit
- Do not stop to collect belongings.
- Walk to the fire assembly point near the large oak tree on the junior yard.
- Person in charge to undertake a roll call.
- Person in charge to notify the Fire Brigade if anyone appears to be missing.
- Person in charge to wait with all in attendance until given specific instructions.
- Do not re-enter the building until told it is safe to do so by the Fire Brigade.

The Person in Charge must

- Phone the emergency services if a fire has been discovered, giving the location and extent of the fire.
- Bring registers to the assembly point.
- Check the foyers and main corridors are empty before shutting doors behind them and following the groups to the assembly point.

In the event of more than one area of the school being hired, a 'Fire Safety Supervisor' must be nominated by the person in charge, who will ensure their area follows procedure.

In the event of an accidental activation of a call point

If anyone accidentally sets off the fire alarm, please notify the Fire Control desk immediately (01268 909407) so the Fire Brigade can be advised not to attend. Please then contact the Estates Manager who can reset the alarm / silence the alarm. (Phil Young 07860 526678)

In the event of a serious fire or emergency which prevents re-entry to the building

- If there is a serious fire it may not be possible to re-enter the building. In this situation, the Person in Charge will consult with the fire brigade and agree a safe location to proceed to. (Maes Y Coed Community Centre)
- The Estates Manager will keep the Headteacher updated, in line with information from the Fire Brigade.
- Headteacher will liaise directly with the Chair of Governors and Local Authority.
- The Person in Charge will use their own system of contact to ensure any underage persons are collected safely.

- The school has an agreement with Maes-Y-Coed Community Centre as a secondary assembly point in the event the entire school site has to be evacuated.
- Fire drills should be held at least annually, with each group

Appendix 4 : School Traffic Plan for External Hires

TRAFFIC MANAGEMENT PLAN FOR EXTERNAL HIRES

SCHOOL NAME:	Ton Yr Ywen
DATE:	30 th April 2024
DUTY HOLDER:	Annette James-Griffiths
CHAIR OF GOVERNORS:	James Aubrey

SITE RULES:

CAR PARK	<ul style="list-style-type: none"> • There is only one car park for the school which is for both staff and visitors. The car park can be accessed via Eton Court which is off Maes-y-Coed Road.
EXTERNAL HIRERS WILL	<ul style="list-style-type: none"> • Follow onsite rules – park in designated parking spaces (the only exception is where double parking does not cause an obstruction should an emergency vehicle require access and those blocked in are aware. This should only happen in exceptional circumstances). • Drive at 5mph • Reverse into spaces and drive out where possible. • Designate a member staff to assist with on-site management of vehicles and pedestrian traffic. (TMS – Traffic Management Supervisors) <p>Traffic Management Supervisors (TMS) will:</p> <ul style="list-style-type: none"> • Wear a Hi-Visibility vest or Jacket • Remind pedestrians to walk on pavements/ designated walkways. • Advise visiting drivers of the Site Rules. • Advise visitors to use nearby parking and park sensibly. • will close the gates from 8.30 – 9.30am and 3 – 4pm, Monday to Friday - restricting vehicle access/egress and movement during these times. • Report any incidents of Non-Compliance with the schools Traffic Management Plan to the Headteacher.
ALL DRIVERS WILL	<ul style="list-style-type: none"> • Follow Site Rules and instructions at all times. • Drive at 5mph. • Reverse into assigned parking space where possible / safe to do so. • Ensure there is NO VEHICLE MOVEMENT between 8.30 – 9.30am and 3 – 4pm Monday to Friday unless there is an emergency. • Be aware that Any Non-Compliance will be reported to Headteacher, and appropriate sanctions taken.
PEDESTRIANS WILL	<ul style="list-style-type: none"> • Always access the school using the pedestrian gate. Pedestrians (including pupils) MUST NOT access the school via a vehicle gate (vehicle gate to be closed 8.30 – 9.30am and 3 – 4pm.) • Follow instructions from school staff to ensure their safety. • Remain within the designated pedestrian safety areas (including footpaths, crossing points etc.) • Keep a safe distance from vehicles. • Before dis/embarking, wait for vehicle (e.g., bus, coach, taxi) to completely stop.
DELIVERY / CONTRACTOR ACCESS	<ul style="list-style-type: none"> • Not able to drive on to site between the hours of 8.30 – 9.30am and 3 – 4pm. • Must follow site rules at all times.

	<ul style="list-style-type: none"> ● Must park in designated space or area as pre-arranged with the school.
ACTIVE TRAVEL – e.g., CYCLISTS WILL	<ul style="list-style-type: none"> ● Dismount at the school gates and push bikes or scooters to the storage shelter(s). ● Walk from the shelter(s) to the appropriate school entrance.
HEADTEACHER & SENIOR LEADERS WILL	<ul style="list-style-type: none"> ● Monitor compliance against the schools traffic management plan and procedure. ● Update procedures and traffic management systems as and when needed. ● Review school risk assessment following any significant change or at least annually.

The School has undertaken an assessment and will continue to monitor the schools Traffic Management Plan.

Your co-operation is essential to ensure the safety of everyone at the school.

There is an expectation that everyone parking in the school grounds follows the SITE RULES and complies with schools traffic management procedures. Failure to follow procedures will result in appropriate sanctions being taken. Please report any non-compliance with the schools Traffic Management Plan to the Headteacher without delay. Any acts of violence/ aggression towards staff will not be tolerated.

SCHOOL LAYOUT / PLAN:

