Pathway Trust

Premises Hire Policy

Policy effective from	1 September 2026
Policy owner	Director of Finance
Policy applies to	Berrow Church Primary School Burnham-on-Sea Infant School Castle Batch Primary School Charfield Primary School Cherry Garden Primary School Downend School East Huntspill Primary School Lyde Green Primary School Mangotsfield School Marlwood School Pawlett Primary School Priory Community School Severn Beach Primary School St Andrew's Church Junior School St Anne's Church Primary School The Castle School The King Alfred School Tortworth Primary School West Huntspill Primary School Worle Community School Pathway Partnership Teams
Policy changes since last version	New policy

1. Aims and scope

1.1 Pathway Trust aims 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 using the trust'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 trust.
- Not let any hiring out of the premises interfere with the trust's primary purpose of providing education to its pupils.
- Hire out facilities in a way that is safe, within current legislation and following government guidelines.

2. Areas available for hire

2.1 Available areas

The trust may consider the hire of the following areas:

- School and sports halls.
- Dance and activity studios.
- Classrooms.
- Playing fields.
- All weather pitches.
- Outdoor tennis and hard courts.

The type of activities allowed in these areas will depend on the suitability of the facility for that activity.

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are held centrally by the trust finance department and shared with lettings administrators. Hirers will be advised of rates based on the nature of the booking. 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 and values of the trust.

We may decide to impose an additional cleaning fee, or where particular requirements need to be met, additional staff related charges on top of the hiring rates, for example if the premises is not vacated in a timely manner

4. Cancellations

4.1 We reserve the right to cancel any agreed hiring. We will give as much notice as possible. Hirers should ensure that we have an up to date emergency contact number for this purpose.

4.2 A full refund will be issued if we do cancel a hire. The 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.

4.3 The hirer of the premises can cancel any hire, but if less than 24 hours' notice is given there will be no entitlement to a refund.

4.4 Any cancellation by the hirer may affect VAT and block booking discounts.

5. Fair Use

5.1 To ensure fair use, if three or more cancellations with less than four days' notice are received within a 10 week period, we reserve the right to suspend advance bookings. Suspension of bookings will be for a minimum of one month. This will not prevent hirers from booking on the day subject to availability. We cannot guarantee the required facilities will be available to rebook for block booking following a period of suspended advanced bookings.

6. Application process

6.1 Those wishing to hire the premises should complete the Hire of Facilities Application Form, which is available through the school website, and read the terms and conditions of hire.

6.2 The hirer must fill out and sign the Hire of Facilities Application Form and submit it along with proof of public liability insurance and where required, risk assessments, confirmation of DBS checks and adequate safeguarding policies.

6.3 If the request is approved, we will contact the hirer and make arrangements for the date and time in question. Subsequent to this we will expect the hirer to attend site prior to the first booking to allow the trust to explain details of the emergency evacuation procedures and other relevant health and safety procedures.

6.4 We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the trust, reputational damage may occur, the activity does not adhere to government guidance, or where the policies and procedures in place are not deemed sufficient.

6.5 Payment is due in advance of the letting, unless alternative arrangements have been agreed as part of a longer term hiring provision.

7. Casual Booking Arrangements

7.1 We will offer some of our facilities for casual hire by informal individuals or groups. These bookings must be completed, and paid in advance using the online booking platform available through our website. No pay and play bookings are available on a 'walk in' basis, and no cash will be accepted.

7.2 We only offer the facilities for activities as bookable through the online platform, any other activity request may be made using the Hire of Facilities Application Form.

7.3 The terms and conditions for the site must be adhered to in the hiring of the trust premises. Any breach of these terms will result in cancellation of future hires without refund.

8. Safeguarding

8.1 The trust is dedicated to ensuring the safeguarding of its pupils 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.

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

8.3 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 may ask for confirmation that the hirers have had the appropriate level of DBS check.

8.4 The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies and named safeguarding leads on request to the trust.

8.5 The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises that requires information to be passed to trust staff, they shall contact the trust Safeguarding Lead (info@pathwaytrust.uk) as soon as reasonably practicable.

9. Complaints Process

9.1 A concern regarding a hire or use of school facilities may be made to any member of lettings staff. That member of staff will attempt to resolve the matter immediately or may, if appropriate, refer the matter to their line manager.

9.2 If the concern remains unresolved please contact the Director of Finance via info@pathwaytrust.uk.

10. Monitoring arrangements

10.1 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.