Tadley Primary School
learning for life

Tadley Community Primary School
The Green, Tadley
Hampshire RG26 3PB
0118 9813805
adminoffice@tadley.hants.sch.uk
www.tadleyprimary.co.uk
Head Teacher: Joanne Bruce - Carter
Deputy Head: Amelia Mohain

LETTINGS: CONDITIONS OF HIRE – 2026/2027 ACADEMIC YEAR

1. **Acceptance of conditions**
   The hiring of facilities is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

2. **Compliance with conditions**
   The hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

3. **Applications**
   Applications for the hire of premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

4. **Storage**
   Storage facilities cannot be provided. When hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

5. **Refusal of hire**
   The governors may refuse an application to hire the premises if:
(a) The premises are required by the school.
(b) There has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer.
(c) For any other reason the governors deem it necessary or expedient to withhold the permit.

   No compensation shall be payable by the governors by reason of such a decision.

6. **Cancellation by the governors**
   Apart from exceptional circumstances, the governors will give at least two weeks' notice to the hirer, should it become necessary to cancel or postpone a letting.

7. **Cancellation by the hirer**
   The hirer must give at least four weeks' notice of cancellation to the Head teacher, acting for the governors. If any shorter period of notice is given, the governors reserve the right to pass on to the hirer any costs unavoidably incurred or to impose a cancellation charge.

8. **Payment of charges**
   All hire charges must be paid a month in advance, you will be invoiced at the beginning of each month for the following months hire.

The governors reserve the right, on proper notification, to invoice the hirer for any charges arising from excessive cleaning time incurred as a result of the hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the hirer, or resulting from the hirer failing to vacate the premises by the time stipulated in the hire form.

The hirer shall, if so demanded, pay at the time of booking a refundable deposit to be held by the governors against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the governors and their decision will be final.

9. **Attendance and behaviour**
   The hirer shall ensure that only the activities for which the facilities have been hired are carried out and that activities are supervised at all times. The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The hirer shall be liable for damage caused by unruly or inappropriate behaviour.

   It is the hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and hirer's insurance arrangements.

10. **Fire precautions**
    Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of escape in the event of a fire. Fire and other exits must be kept clear at all times.

11. **Smoking and Alcohol**
    Smoking is not allowed anywhere on the school site. Hirers must not bring alcohol into the school grounds.

12. **Site Manager**
    The Site Manager is instructed by the governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the Site Manager, if on duty, must be followed.

13. **Right of access**
    The governing body and its agents reserve the right of access to the premises during the letting. The hirer must use only the facilities that are being hired and no other areas of the school buildings or grounds.

14. The Headteacher or his/her representative reserves the right to suspend or withdraw use of the school by an individual or group with immediate effect on the following grounds:
    - causing intentional damage to the school, its equipment or any personal belongings of other users
    - violent, threatening or abusive behaviour to a member of staff or others

- theft of any property belonging to the school or other users
- disruptive behaviour which is interfering with the activities of others
- behaviour which puts at risk the health and safety of others
- behaviour which is deemed to be offensive
- refusal to follow reasonable directions from a member of school staff
- non-payment of school invoices
- any other behaviour which is considered inappropriate

Following a suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the governing body, whose decision will be final.