



Limehurst Academy Policy Document

Subject: Lettings

Date Approved by Governors: Autumn 2025

Review Date: Autumn 2026

Headteacher's signature:

Chair of Governors' signature:

Conditions of Hire

1. The Hirer shall pay the charge requested. This charge will be calculated in accordance with Limehurst Academy's published list of charges on SchoolHire. Limehurst Academy reserves the right to adjust the hiring charge:
 - (i) to cover any increases in hiring charges which may occur if an application covers a series of lettings over an extended period; and
 - (ii) to cover any increase in a hiring charge which may occur between the date of the approved application and the date of the actual hiring.
3. The Hirer shall ensure during the time these premises are so used that such activities are conducted in an orderly manner and under adult supervision and that the right to use the premises is exercised quietly and, in a manner, unlikely to cause any annoyance or inconvenience or to become a nuisance to the owners or occupiers of any adjoining or neighbouring property or to the public.
4. Should the Hirer wish to book a non-sporting function/dance etc, prior approval will need to be sort with Limehurst Academy. If this is a large gathering, it is the responsibility of the Hirer to ensure that the letting is properly controlled by appointed stewards or such other responsible persons to maintain order throughout the whole period of the letting. The organiser shall take the necessary steps to remove any person causing annoyance to other persons present or the Site Team at Limehurst Academy.
5. The Hirer shall defray the cost of making good all damage caused to the premises or other property of Limehurst Academy, which is in any way attributable to the exercise of this right.
6. The Hirer agrees to indemnify Limehurst Academy against all damage occurring to the fabric of Limehurst Academy during the period of use by the Hirer, their representatives or agents.
7. The Hirer agrees to indemnify Limehurst Academy against all claims and costs for injury, loss or damage to persons or property that arises out of the hire of Limehurst Academy or part thereof, howsoever the injury, loss or damage was caused, unless due to any negligence on the part of the governing body, their representatives or agents.
8. Limehurst Academy buildings and site exist primarily for Limehurst Academy's curriculum to its pupils and as such, their needs and interests must be of overriding importance. It may, therefore, be occasionally necessary to cancel previously agreed bookings, should unforeseen circumstances arise. Every effort will be made to avoid this and to give as much notice as possible but, in cases where cancellation cannot be avoided, Limehurst Academy shall not be liable to pay any compensation for any loss incurred by the Applicant. Any payments made by the Applicant in respect of the cancelled booking will be refunded.
9. The Hirer shall obtain at his/her own expense all the necessary licences required in connection with the use of the premises for the purpose for which the same is let and to observe and comply with all the conditions attaching thereto. Limehurst Academy has in place a 5-year electrical test, an annual P.A.T. test and testing of emergency lighting and external Health and Safety audits.

Note: (a) Early enquiries should be made of the appropriate organisation in respect of applications for music, singing and dancing licences and licences for stage plays and cinematograph performances.

(b) A licence is required for the public performance of sound recordings and a licence can be obtained from the Phonographic Performances Limited, 1 Upper James Street, London W1F 9DE. Applicants are advised that failure to obtain such a licence is an offence under UK copyright law (the Copyright Designs and Patents Act 1988.) Website: www.ppluk.com.
10. The use of the premises is restricted to being vacated by 9pm Monday to Friday and by 8pm weekends.
11. Furniture and school equipment must not be removed from Limehurst Academy premises.
12. The users of Limehurst Academy are forbidden to stand upon any desk and seat or upon other furniture or fittings. No fixtures or decorations of any kind requiring nails or screws to be driven into Limehurst Academy property are permitted and the premises must be left at the end of the letting in a clean and orderly condition.

13. No notice, either permanent or temporary, may be affixed to school notice boards or displayed on Limehurst Academy premises without prior approval of Limehurst Academy.
14. The provision of alcoholic drinks at functions will be left to the discretion of Limehurst Academy in consultation with the chair of governors. The Hirer is responsible for arranging for necessary licences.
15. No special preparation may be applied to the floors of Limehurst Academy premises for dancing purposes.
16. Stiletto heels, studded shoes and other types of footwear likely to cause damage to the floors of Limehurst Academy premises are not permitted. It is expected that the organisers of functions for which the premises are hired will draw attention to this ban by means of a suitable notice on the programme, ticket or invitation.
17. No payment should be made to the site staff, who will receive their fee direct from Limehurst Academy.
18. In the event of the premises not being used after approval has been granted, the Applicant will be responsible for payment of the hiring charge if notification of cancellation is not received by Limehurst Academy through Limehurst Academy Hire system at least 24 hours before the approved time of the letting. Communications regarding cancellations should be sent through Limehurst Academy Hire system.
19. Throughout the period of use the Hirer shall ensure that all fire regulations are observed (copies are posted in all indoor venues).
20. The governing body does not accept any liability in respect of the parking of any vehicle on Limehurst Academy premises connected in any way with the Applicant or the letting of the premises during the letting period.
21. The governing body does not accept liability for goods and personal effects left on the premises by the Hirer, its representatives or agents, or by any user of the premises.
22. The Applicant may not sub-let or assign the benefit of any letting of Limehurst Academy premises without the knowledge of the principal and will be held personally responsible for the observance of these conditions.
23. Hirers should leave the facilities as they find them e.g., sports equipment or furniture used should be put back. If Hirers feel that the group preceding them has not done this or if other problems are experienced, then this should be reported to the site staff on duty or to Limehurst Academy office.
24. The Hirer shall not connect or use any electrical apparatus without first consulting Limehurst Academy.
25. Smoking is not allowed on the entire site.
26. Entry to the Limehurst Academy site is via the main entrance. The Sports Hall, classroom and MUGA pitch are accessed via the overflow carpark area. The speed limit on site is 5 mph.
27. The Hirers should at the expiration of the hiring remove everything brought by them on to Limehurst Academy site, shall leave it in a clean and orderly condition and in so far as it is practicable, remove all litter and refuse from the site or place in the large waste bins provided.
28. The Hirers shall be responsible for keeping visitors off all sports facilities, other than those hired, particularly hard porous and synthetic areas, shrub borders, trees etc.
29. Please only park in the parking bays provided, please do not double park as we may have several groups in at one time.
30. The head teacher will decide if outdoor facilities are fit to play. If weather conditions deteriorate suddenly and an immediate reply cannot be obtained, then the user may have to exercise discretion as to whether play should begin or continue. However, if facilities are damaged through an inappropriate decision to do so, the user will be liable for the payment of repair work.
31. The governing body or head teacher may cancel the hiring on occasions where it is of the opinion, for any reason whatsoever, that it would be potentially dangerous to allow the activity to continue.
32. In the event of a breach of any of the conditions of hiring (including any special conditions of hire relating to a specific activity) the governing body or head teacher may terminate the hire forthwith.

33. All bookings will be via Limehurst Academy SchoolHire system with effect from 30th October 2023.
34. All reasonable efforts are made to accommodate disabled users of facilities, in which case Hirers should notify Limehurst Academy when they make an application to hire.
35. Hirers may not bring animals or pets onto Limehurst Academy site.
36. The hirer should arrive and leave on time and not arrive early or leave late. If you wish to set up the room or pitch, please add the time to your booking to avoid any double bookings.