



Hiring Policy

2024 - 2025

Chair of Governors	Signed	Date
Mr Darren Ankers	<i>DAnkers</i>	02/10/2024
Review Date		September 2025

Our Policy and procedures are based on Flintshire LA guidelines.

The Governors of Ysgol Bryn Garth have approved the rates set out below, for the hire of: -

- The School Hall
- Classrooms
- Community Centre
- The Multi Use Games Area

as

£ 18.50 per hourⁱ.

Organisations wishing to hire the Community Centre and the Multi Use Games Area simultaneously, will be charged £23.50 per hour.

The Multi Use Games Area is available for Hire Monday to Friday 5-00pm to 10-00pm and 10-00am to 5-00pm Saturday, subject to staff availability.

The School and the adjoining Community Centre are not available for hire on Sundays. Any hiring is subject to VAT.

All Organisations/Individuals, wishing to hire any of the above can obtain the appropriate booking form from the School and ensure that it is completed and return ideally at least 10 days before a proposed event, and await confirmation of the booking, from the Headteacher, acting on behalf of the Governing Body, before making final arrangements to hold an event/function.

This is to ensure that the premises are available on the date/s requested, thereby avoiding disappointment, double booking and misunderstanding, and to ensure that ancillary staff are available for opening the premises, cleaning thereof and securing the premises thereafter.

This is incorporated in the terms of hire, and the approval of hire, is subject to the Authority's rules, governing the use of schools (see parts A - E of the hiring form).

In addition, all organisations wishing to hire the School Hall as well as filling in the requisite hiring form are expected to make a written submission, stating clearly how they intend to ensure that parts A-E of the hiring conditions are complied with.

Failure to satisfy the Headteacher, acting on behalf of the Governing Body, on these points will mean that the hiring request will be rejected.

When using the premises, please ensure that all vehicles are parked in the ample car park adjacent to the school. Should the car park be full, please give consideration to the elderly/disabled residents who require easy access to their homes, before parking on the roadside.

ⁱ There are occasional circumstances when it might be necessary for the Headteacher/ Governing body can charge a different rate of hire. When this is the case, decisions will be approved by the Community Links Committee.