



Fazakerley High School



Hiring of School Premises

When the premises are used for purposes not under the direction of the Headteacher, the person in charge of the activities for which the premises are in use will have responsibility for ensuring safe practices are carried out.

The Headteacher or designated person with responsibility will seek to ensure that hirers who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours but for school sponsored or run activities they are suitably insured. The organiser of the non school sponsored or run activity, even if an employee, for the purposes of this policy will be treated as a hirer. The Headteacher or activity coordinator will ensure that hirers who use the school premises provide written confirmation of public liability insurance before hiring of the premises is allowed (advice on levels of cover should be gained from the LA Risk and Insurance Unit.)

The following areas of the school can be let without initial consent with SPIE / Facilities Management.

The Sports Centre

Monday to Friday	6:00 – 10:00 pm
Saturday & Sunday	9:00- 5:00 pm

School holidays	9:00 – 10:00 pm
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Dance Studio Evenings, weekends and school holidays

The School playing fields

Monday to Friday	6:00-10:00 pm (light permitting)
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Saturday & Sunday	9:00 – 5:00 pm
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School holidays	9:00 – 5:00 pm
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Initial consultation is required by the hirer to enquire if there is a space available at the given time they require it. When this has been confirmed, the hirer is expected to come into school and complete all paperwork and make payment for the booking. The booking must be paid for, in full, prior to the booking taking place. Payment should be received via the school office where a receipt will be produced. Cash or Cheque (made payable to Fazakerley High School) is acceptable. The school will accept block bookings by hirers.