

## ARCHDIOCESE OF BIRMINGHAM

### GUIDANCE ON ALLOWING OTHERS TO USE PARTS OF SCHOOL PREMISES

It is quite common for schools to want to allow a third party to use part of their premises from time to time.

Such use might

- support the function of the school -for example a club which looks after pupils on school premises but outside school hours or
- benefit the community as a whole -for example Scouts/Brownies/Pilates/Keep fit

and in either case the arrangement may result in some income for the school.

It is important to understand that the diocese owns the land from which almost all diocesan Catholic schools operate. For that reason, the diocese needs to be named on the document which permits third party use. The exceptions are Order and independent schools.

The diocesan trustees have recently concluded that it would be sensible to have a standard hiring agreement available for use by schools, and that authority to sign such agreements should be delegated to schools by the trustees.

That standard hiring agreement is now available, and should be used for **one off events or for hire to organisations which use part of the school once or twice a week**

You will need to agree with the occupier what will go in each blank section of the form. Then arrange for a copy to be signed by a governor, in the case of a VA school, or a MAC director in the case of an academy. If authority is given by the Governors or the Academy Directors, then the hiring agreement may be signed by another person on their behalf. There are instructions on the form for who signs what and how the form is completed.

The hiring agreement should not be used for organisations which use part of the school every or most school days, such as before and after school clubs. Those organisations will need to have a **licence**.

If a licence is needed, please email Toni Guest at the DES, at [t.guest@bdes.org.uk](mailto:t.guest@bdes.org.uk) who will work with you to ensure that the licence agreement is completed as necessary.

Occasionally other people approach schools in relation to the use of the school site, for example utilities firms who may want to put a wire or cable over or under the site, or a neighbour wants a right of way, or to use a piece of land for storage. Whenever a third party wants to do something with a school site other than entering into a

hiring agreement please contact Toni Guest at the DES at [t.guest@bdes.org.uk](mailto:t.guest@bdes.org.uk) in the first instance, for help.

Please also consult the DES finance and buildings team when putting up any new structures on the school site, for example security gates and fencing, so that the title can be checked to ensure that the structure is placed so as to avoid future problems.