



## **HIRING POLICY**

The Governors of St. Michael's school have adopted this Hiring Policy for the school premises following the Oxfordshire County Council guidelines and procedures.

Our vision, "So in everything, do to others what you would have them do to you" motivates us to use our values in all aspects of our life. This policy has been written, reviewed, and applied with our values of courage, perseverance, and respect at its heart.

The governors of a school shall make accommodation available, free of charge, during school hours for activities arranged by the Council to carry out its functions if the accommodation is not required by the school and the use does not affect the operation of the school. Such activities would include use for public consultation, in-service training and meetings. The school reserves the right to charge for any additional cost incurred.

The Governors recognise the importance of the school within the village community and will agree hire rates to reflect this. The final decision on the rates for hire will be agreed and renewed annually by the school's governing body.

The school will ensure that OCC hire forms are completed and signed and ensure that the hirers either agree to buy the County's insurance or can supply a copy of their own insurance which reflects the amount required by OCC. The school will also advise the hirers on adherence to all OCC procedures. The school will ensure that all hirers are made aware of the layout of the accommodation, the terms of hire and fire evacuation procedures prior to the event.

Dated: February 2022

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