



St Thomas of Canterbury Catholic Primary School

Lettings Policy (School)

Review Date: November 2020

Next Review Date – November 2023

ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

'To Love and To Serve'

SCHOOL LETTINGS POLICY

Management and administration of Lettings

The Governing Body has elected to manage its own premises subject to direction by the Local Authority or any statutory requirements. The school's delegated budget share must not be used to subsidise any non-school use of premises and grounds (e.g. lettings).

Definition of a Letting

A letting is defined as "any community use of the school premises and/or grounds outside of the school day and not associated with the corporate life of the school."

Use of the premises associated with the corporate life of the school includes activities such as staff meetings, parents meetings, governors meetings and extra curricular activities of pupils by school staff. Costs arising from these uses are a legitimate charge against the school's budget.

Restrictions on a Letting

Any equipment provided by the hirer **MUST** be removed from the site or stored as agreed by the school, and **MUST NOT** restrict the use of facilities by the school or other approved organisations. A letting must not interfere with the primary activities of the school.

Categories of Lettings

1. Community education activities and programmes directly sponsored or controlled by the LOCAL AUTHORITY (e.g. adult education, youth service and in-service training) or the Diocese.
2. Activities that the LOCAL AUTHORITY or the Diocese wish to support and develop.
3. Lettings approved by the Governing Body.

The Governing Body may decide to develop a policy of subsidy for certain categories of its own lettings.

4. Lettings made under statute e.g. Elections, Parish council meetings.

Policy statement use of premises

It is the policy of the Governing Body to maximise the use of the school premises.

Lettings Charges

The Governing Body is responsible for setting charges. The charges will cover all the costs involved and **MUST NOT** knowingly provide subsidy from the schools delegated budget share.

The charges will be reviewed annually, during the summer term, by the Finance & Premises Committee for implementation from 1st September.

The Administrative Process

Initial approach by potential hirers to be made to the Headteacher/Site Manager who will identify their requirements and the facilities available (initial request form). These details will then be shared with the Finance and Premises Committee for agreement.

The Governing Body has the right to refuse an application without stating any reason and no letting should be regarded as booked until approval has been given in writing. No public announcement of a function to be held should be made until the booking has been formally confirmed.

Once a letting has been approved a letter of confirmation should be sent to the hirer, setting out the full details of the letting, enclosing a copy of the lettings terms and conditions and requesting payment by cheque or cash in advance of the booking. In the event of failure to pay the fee, the premises will not be made available.

Conditions for the Hire of St Thomas of Canterbury School

All conditions will be adhered to. The Hirer shall be the person making the application for a letting and such person will be responsible for payment of all fees or other sums due in respect of the letting to the Hirer and for the observance of regulations imposed by the LOCAL AUTHORITY, the Diocese or their lawfully appointed agent.

Damage, Loss or Injury

1. The Hirer warrants to the Governors that it has appropriate insurance to cover all its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises.

The LOCAL AUTHORITY/Diocese/School will not be responsible for any injury to persons or damage to property arising out of the letting of educational premises.

Protection of Premises and Movable Property

2. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the drilling of nails or screws into fixtures part of the school fabric will be permitted. In the event of any damage to premises or property, the LOCAL AUTHORITY shall make it good and the Hirer shall pay the cost of such reparation.
3. Public Safety:
The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits. Where applicable, the Hirer must adhere to correct adult to pupil ratios at all times. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

Access to a telephone

There is no legal requirement to provide access to a telephone within the school premises.

First Aid Facilities

There is no legal requirement to provide first aid facilities for hirers. It is the hirer's responsibility to make their own arrangements i.e. trained personnel and provision of first aid kit, particularly in the case of sports lettings. Use of the school's resources is not available.

Status of the Person applying for the letting

Lettings should not be made to persons under the age of 18 or any organisation or group with an unlawful or extremist background.

Persons may have to undergo, at the discretion of the Governors, a police check. When lettings involve access to St Thomas' pupils, all personnel involved must be police and DBS checked as per DfE regulations. These checks to be made by prior arrangement with the Headteacher (at least half a term's notice in advance to ensure checks are carried out).

All adults working with St Thomas' pupils must be appropriately qualified and sports coaches must follow LOCAL AUTHORITY guidelines and checks.

Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the LOCAL AUTHORITY against all sums of money which the LOCAL AUTHORITY may have to pay by reason of an infringement or copyright or performing right occurring during the period of hire covered by this agreement.

Sub Letting

The Hirer shall not sub let to another person.

Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the premises without the prior approval of the Governing Body.

Smoking

All the school is a non-smoking area.

Dancing

Application to the Governors must be made in writing for permission.

Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising children until they are collected and ensuring named adults collect them.

In the event of an emergency, occupants must leave the school by the nearest exit. The assembly point is on the playground. The Hirer must have immediate access to members contact details. Use of the school phone is available in the event of an emergency. One is

located in the school office (press line 1 for outside line). Hirers are responsible for familiarising themselves with emergency exits and must ensure members are aware of evacuation procedures.

Charges

Hire charges are reviewed annually. The charge includes hiring a person to be responsible for security and Local Authority. The School will keep a booking diary, lettings schedule and cancellations record.

Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governors annually) and that the letting may be cancelled provided that in each circumstance at least 28 day's notice either way is given. It is the Hirer's responsibility to notify parents of changes in dates or venues in writing at least a week in advance. The school will notify the Hirer of changes/cancellations.

Security

The Governors will hire and pay for a person to be responsible for the security of the premises before and after the hire. The Hirer will have this charge added to the hire fee. If no suitable person can be employed then the hire will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Governing Body of the school.

Food and Drink

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body due to food hygiene regulations. All litter must be placed in the bins provided. Water is available. Application must be made on the original form.

School Equipment

This can only be used if requested on the initial application and its use approved by the Governors. Adults must supervise equipment being issued and its safe return. The Hirer is liable for damage, loss or theft of school equipment they are using.

The Hirer is responsible for the equipment's safe and appropriate use.

No use may be made of apparatus such as stage fittings, pianos etc. without specific permission. Staging set up for school use will not be dismantled during the weeks it is in use.

Priority of Use

The Governors will resolve conflicting demands for the use of the premises with priority being given to school functions and LOCAL AUTHORITY lettings.

Attendance

The Hirer shall ensure that the number of persons using the premises does not exceed that for which application was made and approved.

Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

Right of Access

The Governing Body and its agents reserve the right of access to the premises during the letting. The Headteacher or Governors will monitor activities from time to time.

Conclusion of the Letting

The Hirer shall, at the end of the hire period, Local Authority the accommodation in a reasonably tidy condition, all equipment being returned to the correct place of storage. If this is not adhered to an additional cost will be charged.

Electrical Equipment

Any electrical equipment brought by the Hirer on to the school site MUST comply with the LOCAL AUTHORITY code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LOCAL AUTHORITY. This must be notified on the application.

Additional Activities

All lettings are for the sole purpose of the activity booked. Additional activities/parties must be applied for through the Governors.

Promotional Literature / Newsletters

A draft copy of any information to be distributed through the school must be sanctioned by the Headteacher a week prior to distribution by the Hirer.

Policy to be reviewed every 3 Years

Date of next renewal: November 2023

St Thomas of Canterbury Catholic Primary School

LETTINGS – INITIAL REQUEST FORM

FORM FOR APPLICATION

Date.....

Name of Applicant.....

Date of Birth.....

Address.....

.....

Phone No.....

Name of Club/Organisation.....

Activity of Club/Organisation.....

Day of Week requested: 1st preference..... 2nd 3rd

Start time.....

Finish time.....

Allow time for your preparation and cLocal Authorityring up

Dates required:

Autumn Term 201-

Spring Term 201-

Summer Term 201-.....

Is use of the Playground required? YES / NO If so, when?.....

Use of School Equipment? (Please specify your request).....

.....

Premises required:

Maximum number of participants

Number of adults supervising

Names of other adult supervisors

Relevant qualifications of supervisors

cont'd overleaf

Where applicable Have police checks been carried out? YES / NO

When? By whom?

Police check forms attached.....

Police checks confirmed.....

Are other adults to be invited to support club activities over the next year? YES / NO

Details.....

Dates over year when hall will be unavailable due to school use or closure will be issued in September

These dates may be subject to changes and prior notice will be given

The Hirer confirms that he/she has adequate and appropriate insurance cover for the activity to be carried out as per the conditions laid down on page 2.

The Hirer confirms that they have made their own arrangements with reference to first aid as per the conditions laid down on page 3.

Application for dancing, Local Authority explain type of dancing intended

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Provision of food/drink, Local Authority give details and purpose

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Use of own electrical equipment? YES / NO

Provide evidence of up to date safety electrical test

Any other information or considerations for the Governors?

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Signed..... **Date**.....

St Thomas of Canterbury Catholic Primary School

HIRE AGREEMENT

1. The Governors: Governors of St Thomas of Canterbury Catholic Primary School,
Commonside East, Mitcham, Surrey, CR4 1YG

2. The Hirer:
of:

Telephone (including STD code)

3. The Premises:

4. Date of Hire:

Period of Hire:

5. Fee: £

6. Use of Premises:

A. The Governors hire the premises to the hirer on the date and for the period mentioned above in consideration of the fee referred to.

B. The Hirer accepts all the conditions of hire referred to in the attached conditions.

C. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury.

Signed on behalf of the Governors

Signed on behalf of the Hirer

N.B. Two copies of this form should be completed, signed and sent by the Hirer to the Headteacher of the school at the above address with a cheque for the fee.