



St Peter's  
Catholic School



*Faith is our Foundation*

# *Lettings Policy*

## *2023-24*

### Details

---

Approved by & date: GB Focus Meeting 19.03.2024.

Last reviewed: September 2023.

Next review due: September 2024



## **St Peter's Lettings Policy & Guidance Notes**

### **Procedure and Conditions for the Hiring of School Premises and Grounds out of School Hours.**

#### **1. Introduction**

##### **(1) General principles**

Permission to use school facilities out of school hours may be granted by the school, provided:

- (i) the use is compatible with the overall aims and ethos of the school and
- (ii) that the use does not conflict with the educational functions of the school, and
- (iii) does not create any disturbance or inconvenience to the neighbourhood and
- (iv) the use does not interfere with any existing school use.
- (v) The school facilities are not misused or damaged in anyway.

##### **(2) Use of Playing Fields**

Playing fields may be made available for use out of school hours at the discretion of the school, providing the school are satisfied that the fields are in a fit state for such use.

##### **(3) Withdrawal of Facilities**

Any breach of these conditions will lead to immediate withdrawal of the facilities granted.

##### **(4) Hire of Sports Halls**

The use of sports halls is subject to separate charges. This could be unavailable for hire during exam season.

##### **(5) Prevention of Damage**

No stiletto heels, studded shoes, or other types of footwear likely to cause damage to floors should be worn. The hirer shall be responsible for making good any damage done to the school premises, furniture, equipment, or material.

#### **2. Applications Procedure, Conditions of Booking etc.**

Any application for the hire of rooms in schools must be made via the Lettings Manager and is subject to the following Conditions of Booking:

##### **(1) Formal application**

Application for the hire of rooms/facilities in the school must be made in writing or via email to the Lettings Manager of the school concerned, at least 14 days before the proposed use.

An application must be completed and sent to the Lettings Manager even if no fee is payable. This is to confirm that the hirer accepts the schools' terms and conditions.

One Off bookings or bookings at short notice will be at the discretion of the Lettings Manager

## (2) Confirmation of Booking

School facilities will not be regarded as booked until the completed application has been accepted by the Lettings Manager, this will include hirer details, hiring charges and any other fees. The Lettings Manager will ensure all details are correct before sending out confirmation to the customer.

Any application may be refused without stating reasons. No public announcement of a function to be held in a school should be made until the booking has been formally confirmed.

The Schools/Lettings Manager's decision on the charges for each hiring shall be final.

## (3) Payment of charges

The charges levied must be paid seven days in advance of the letting and for lettings of a regular nature termly in advance.

Invoices will be emailed to you and payment must be made following instructions on the invoice.

Invoices for a 10-week booking that would be VAT exempt payment **MUST** be made before the 'first' session takes place. Failure to adhere to this will result in the invoice being re-issued with VAT being added on.

## (4) Cancellation

The Lettings Manager must receive, in writing/Via email, notification of any cancellation, at least seven clear days before the date booked. **No refund is due to the hirer if cancelled in a lesser period.**

One month's notice is required to terminate arrangements made for the regular hire of school premises, but any abuse on the part of the hirer may lead to immediate cancellation of the letting.

## (5) Hirings not transferable

The hirer is not allowed to transfer the hiring to any other person or organisation.

## (6) Period of Hiring

If a series of hirings is required, the application form must cover one school term only, and must state the exact date of commencement and termination, a fresh application must be made for any hirings in subsequent terms.

## (7) Consultation with Lettings Manager

Detailed arrangements for the use of the premises shall be made by the hirer with the Lettings Manager or the Lettings Managers representative, including, when necessary, arrangements for the erection and/or dismantling of staging.

## (8) Caretaking

The school caretaking staff must not allow the use of any other parts of the school building other than those specified on the booking application.

No payment is to be made directly to caretaking staff. Caretakers' costs are to be covered within the booking fee if applicable.

### **3. Conditions for use of School Premises**

The following conditions for the use of school premises by any hirer shall apply:

- (i) The following parts of the Premises shall not be hired unless a special application has been made and permission granted, laboratories, libraries, kitchens and domestic sciences, handicrafts.

Where special permission is given for the use of the school kitchen, a member of the school meals staff must be in attendance for the whole of letting. In the event of school meals staff not being available, a suitably trained person must be in attendance.

- (ii) Medical or Dental Inspection Rooms shall not be used by any outside individuals or bodies for any purpose whatsoever.
- (iii) No intoxicants shall be sold, supplied, or consumed on the premises of any school, except at special functions for which the school have granted special dispensation, and at these functions the Hirer must ensure that persons under 18 years of age must not be sold or supplied with or consume any intoxicants.

It is the Hirer's responsibility to obtain any necessary licences and consents.

- (iv) Smoking is not permitted anywhere in the school building, or on the school grounds.
- (v) No polish or similar materials shall be applied to floors. School premises must be left as found and ready for school use the next day. If facilities are untidy when Lettings take over then please report this to the Lettings Manager before the session commences.
- (vi) Meetings/functions/bookings shall close not later than 10:00pm unless a later closing time has been authorised, in which case additional charges may be payable.
- (vii) The hirer shall reimburse the school in respect of any damage to property sustained while hiring.
- (viii) For any public entertainment, the hirer shall be responsible for the prevention of overcrowding such as to endanger public safety and for keeping clear all gangways' passages and exits.
- (ix) If school premises are required for concerts or for dramatic, musical, film or any other public entertainment, or if visual aids are used, the Hirer must ensure that: -
  - (a) The requirements to the Inland Revenue Department with respect to entertainment tax have been made.
  - (b) Copyrights are not infringed.
  - (c) The requirements of the licensing justices, when necessary, have been or will be met.
  - (d) No play shall be performed or shown which is in any way offensive to public feeling.
  - (e) In the case of film shows, only non-inflammable film is used and that adequate fire extinguishers are provided by the Hirer.
  - (f) The provisions of the Children and Persons Acts with regards to performances by children have been or will be, observed.

- (g) Any licence necessary under the Theatres Act 1968 and the Cinematograph Acts have been, or will be, obtained.
- (x) The parking of motor cycles, cars, lorries, or any other vehicle, on the school premises, where suitable accommodation is available, shall be permitted only on condition that persons bringing such vehicles onto the premises do so at their own risk, and that they accept responsibility for any damage or injury to the property or to any other persons, whether connected with the school or not, caused by such vehicles or their presence on the premises. There shall be no parking on grassed or cultivated areas.
- (xi) No animals shall be brought on to any part of the school premises, without the express permission of the Head Teacher or the Governors.

#### **4. Insurance**

The hirer shall indemnify the school for any loss, damage or expense arising from the hiring, unless such loss/damage or expense arises from any personal injury caused by the negligent action or inaction on the part of the school, their servants, or agents.

The hirer will have in force Public liability insurance which provides indemnity to those persons or groups using the school premises. The hirer will be required to sign that they have this cover in place at the time of booking and must produce such evidence of cover as the council may reasonably require.

#### **5. Safeguarding and Third-Party Providers or Groups using the Site.**

A hirer may be required to prove DBS clearance. Written agreements should be in place with any third-party provider or group using the site. These should set out the responsibilities of the school and those of the provider or group.