



LETTINGS POLICY

(reviewed March 2022 for implementation September 2022)

Introduction

The Governing Body of St Cuthbert Mayne Catholic Junior School is keen to see that the premises of our school are used for the benefit of the whole community.

This policy sets out the facilities available; the charges and the responsibilities of the Governors; and the users when the premises are hired.

The Governing Body of St Cuthbert Mayne Catholic Junior School is responsible for the overall management of the school premises including its out of hours use. The Governors have the right to make the rules governing the use of the school premises and to amend them at any time.

Use of the school premises, including all its facilities, is subject to the Terms and Conditions outlined in this policy.

All applicants seeking to hire the premises shall be treated on an equal basis regardless of race, colour or nationality, sex, religion, marital status or disability. The Governors, however, reserve the right to refuse application where the purpose of the hiring will come into conflict with the ethos of this Catholic Voluntary Aided School.

Applying to use the facilities

All applications have to be made to the school office in person, in writing (including email) or by telephone. It is expected that reasonable notice will be given to enable the documentation to be prepared and staff be made available on site.

Each application will be considered and granted/declined by the Headteacher on behalf of the Governing Body.

A hiring may be terminated at any time, if the site staff responsible at the time of the event, consider the continuation of the event will be detrimental to the fabric of the school or its standing in the community.

The person making the hire application shall be responsible to the school for any infringements of hire conditions or any other points of dispute with the school.

Regular lettings will be invoiced on a half termly basis. Invoices will be sent out within the first few weeks of the start of term for immediate payment.

Hours of Opening

Facilities are normally available from 15:30 to 21:00 on term time week days. The hire of the premises during weekends and school holidays is subject to agreement by the Headteacher. Premises must be vacated by 15 minutes after the event.

Available facilities

Main Hall
Dining Hall (no kitchen)
Classroom
Playing Field
Playground

Lettings Prices 2022	Maximum number of people	Prices
Main Hall	150	£25 per hour up to 5.30pm £30 per hour after 5.30pm/ school holidays
Dining Hall	150	£25 per hour up to 5.30pm £30 per hour after 5.30pm/ school holidays
Classroom	30	£25 per hour up to 6.00pm
Playing Field		£25 per hour up to 5.30pm £30 per hour after 5.30pm / school holidays
Playground		£25 per hour up to 5.30pm £30 per hour after 5.30pm / school holidays

Hirers will be advised that all other outdoor area, facilities (excluding toilets) and equipment are out-of-bounds and are not to be accessed or used. Outdoor toilets will be available.

The Governing Body has agreed a 10% discount for regular hirers who have hired the premises for over two years. (Agreed 24th October 2018).

Charges will be reviewed annually. Hirers should be given a minimum of one month written notice of the school's intent to increase the hiring charge.

A minimum deposit of **£25** will be required to guarantee one-off bookings and the balance of payment should be payable no later than 10 days prior to the hire taking place.

Appendix 1

TERMS AND CONDITIONS

Public Liability

The hirer will need to have their own third party insurance and provide a copy at the time of placing the booking.

Liability

The Headteacher shall not be liable for any loss of damage caused to the hirer or to any other person as a result of:

- Any failure or defect or want of repair in any of the fixtures, fittings, furniture.
- Any failure or interruption in the supply of water, gas or electricity to the building; or to any defect or want or repair in the premises or in the means of access to the premises; or
- Any theft of malicious or accidental damage to or loss of any property of any person taken or left on the premises.

Deposit

A deposit of £25, to cover cancellation or clean-up charges, will be requested at the time of booking for all one-off bookings. The deposit will be returned to the hirer within 10 days of the booking.

Numbers

The hirer must provide the Office Administrator with an estimate of the number of people expected.

Health and Safety

Smoking is not permitted in the building or grounds at any time.

The presence of alcohol at a function must be approved by the school in advance. An occasional licence needs to be obtained by the hirer if alcohol is to be sold.

The Office Administrator will ensure that the organiser is aware of the fire exits and muster points before the event takes place. The organiser must also indicate on the hire form that they have read the school's evacuation procedures (on display outside the office).

Condition of Premises

The hirer is responsible for leaving the premises in the same condition as they were before the hire and for ensuring that everything is clean and tidy. Any rubbish generated should be removed.

Security

It is the hirer's responsibility to ensure the security of the school building for the duration of the letting. All external doors should remain locked. Entrance to the building is via the main entrance door, or as agreed with the school. Doors are not to be propped open.

The code or a fob for the main electric gates and school building will only be given by the Headteacher if necessary for out of school hours. It is the responsibility of the hirer to ensure the code and fob is not shared with any other party and returned to the Headteacher at the end of the hire period.

Use of facilities

Only the areas requested in the application form should be used during the letting.

Access to hot water can be arranged but there are no kitchen facilities available for the hire.

Equality

The school's Equality Scheme will guide all decisions regarding all hirings.

Car parking

Parking requirements should be discussed with the school prior to agreeing the booking.

Application for hire of premises – St Cuthbert Mayne School

Name of applicant:	
Address (individual or organisation):	
Name of Organisation:	
Emergency Phone numbers: 1. 2.	
Activity of organisation / approx. numbers attending:	
Dates and times requested: (including preparation and clearing up)	
Registered Charity / Company registration numbers:	
Premises requested: (Hall, Dining Hall, Playground, playing fields, classroom)	
<p>I have read and understand the terms and conditions and accept full responsibility for the health and safety of those using the premises during the hire period.</p> <p>Signed..... Date:</p> <p>Name:.....</p>	

Contract of hire of premises – St Cuthbert Mayne School

Dear

This is to confirm that we have agreed to hire out the following facility / facilities:

- School Hall
- Playing Fields
- Playground
- Classroom
- Dining Room

Date of Hire:

Time of Hire: From to Number of hours:.....

Cost of Hire:

Payable by:

Deposit:..... (to be returned within 10 days of hire).

Please report to the Site Manager or a school representative 20 minutes prior to the time of hire in order to familiarise yourself with the school policies / emergency procedures.