

# Lettings Policy

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## Aims

- To set out the arrangements for letting the school premises to third parties

## Introduction

This policy applies to all lettings of school premises *except* by the Parents Association when they are engaged in raising money for school funds.

The purpose of letting school premises at Stella Maris are:

- To increase the use of community facilities during periods when they are, of necessity, underused by the school
- To strengthen links with the school community

## Implementation

- Bookings are to be managed by a member of the office staff, including the maintenance of a diary for all uses of the school premises outside normal school hours.
- A booking form must be completed for every letting.
- School and Parents Association activities have priority when allocating lettings.
- The booking form is a contract that covers:
  - Terms and conditions
  - Cancellation
  - Liability for damage to property etc.
  - Insurance
  - Charging
  - Restrictions on use
- The booking form may be subject to alteration and updating from time to time
- All bookings are subject to the school's Smoking Policy – no smoking is allowed at any time in any part of the school premises, including the school grounds
- The Governors reserve the right to veto bookings for activities or events which, in their opinion, may be detrimental to the reputation of the school as a Catholic community and/or would be in contravention of the school's responsibility to promote British values<sup>1</sup>. The implementation of this veto is delegated to the headteacher, on condition that whenever the right is invoked a report is made to the Chair of Governors as soon as possible.
- Payment is to be made in advance for occasional bookings, or termly in arrears for regular lettings.
- Outline charges are set by the Governors' Premises Committee and reviewed annually.
- Specific charges are agreed at the time of the contract, and may include adjustments to allow for more detailed requirements (relating to the hours requested, for example, or the use of school equipment).

## The role of the Site Manager

- Opening and closing the school, and ensuring that the premises is left secure after an event. (This responsibility may, however, be delegated by prior agreement to another authorised member of school staff.)

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<sup>1</sup> All maintained schools have a responsibility to *promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.* (Promoting fundamental British values as part of SMSC in schools: Departmental advice for maintained schools – November 2014)

- Ensuring that third parties leave the school in a clean and tidy state after each letting.
- Checking on the state of the school after each letting and reporting back to the headteacher.

### **Outline Charges**

Charges are set to cover the costs of the member of staff's time in opening and closing the school premises, as follows:

- After school on week days: £10 per hour before 8 p.m., £15 per hour between 8 and 10 p.m.
- On Saturdays: £20 per hour

Additional charges may be imposed for the use of school equipment, by agreement when the contract is drawn up. Please note the following limitations when using the school kitchens:

- The shutter must stay down during the event, except by prior agreement with the school
- The combination ovens must not be used
- The bain-marie server must not be used
- The sterilizer sink must not be used
- The planetary food mixer must not be used
- If the electric oven is used it must be checked carefully afterwards to ensure it is switched off
- The kitchen must be left in exactly the same state as it was found

These charges assume normal conditions of use – *any additional costs borne by the school as a result of a letting will be passed on*. This would include damage to property, for example, or cleaning charges when the premises are not left in a clean, tidy state.

### **Booking deposit**

At the discretion of the Headteacher, a refundable deposit of £100 may be requested, to be paid in advance. This is to cover any additional costs arising from damage or cleaning charges – expenditure incurred in excess of this amount would still be passed back to the hirer for payment.

### **Monitoring**

This policy will be monitored by the headteacher to ensure that:

- Lettings are not acting as a drain on school funds
- Lettings do not disrupt the normal work of the school

# Lettings Booking Form

Name and address of Hirer:

  
  

Commercial user:  Non-commercial user:

General description of event/activity for which hire of school premises is requested:

  
  

Areas of the school premises to be made available:

  
  

Any additional furniture or equipment:

  
  

Date(s) and times:

  
  

(Note: Hirers should ensure that sufficient time has been allowed above for clearing up at the end of the event)

Charges:

  
  

Payment required by:

Signed on behalf of the school:

.....

(Headteacher)

Date: .....

I understand that my use of school facilities is subject to my agreeing to the attached Conditions of Use. By signing this form I confirm that I accept these conditions of use and will pay the charges set out above by the due date.

Signed: .....

(Hirer)

STELLA MARIS CATHOLIC PRIMARY SCHOOL

## Lettings – Conditions of Use

1. Lettings must be agreed in advance and confirmed in writing, using the school booking form.
2. Long-term bookings are subject to re-confirmation on an annual basis.
3. Charges for long-term bookings will be reviewed annually, with effect from 1<sup>st</sup> April each year.
4. If the user wishes to cancel a specific booking or set of bookings, five full working days notice must be given, in which case a cancellation fee of 25% of the total charge will be levied. If less than five full working days notice is given for a cancellation, the school may charge the hirer the full amount due.
5. Damage or loss of any kind sustained to the premises, fixtures and/or fittings, furniture and/or other chattels therein arising out of or in connection with use of the school shall be made good at the expense of the hirer within one month by the school or, by agreement, by the user and to the satisfaction of the school.
6. With the exception of non-commercial users, all hirers are required to make arrangements for suitable insurance cover (currently a minimum of £5 million public liability) with a reputable company in respect of claims which might be made against them by a third party for accidental injury including death or accidental loss, or damage to property arising out of, on in consequence of, the letting and to cover the school, and must produce proof of the policy before the letting is contracted.
7. Non-commercial users are covered by the school's insurance policy, but they may be liable for the first £350 of each and every property damage claim.
8. The charge for a letting payable by the hirer includes an amount to cover payment for standard opening and closing Site Manager duties. The hirer is expected to adhere strictly to the agreed times or, subject to the Site Manager being available, be prepared to pay additional overtime charges. Additional work, such as moving furniture, setting up equipment etc. may also be subject to additional charges, by agreement in advance.
9. It is the hirer's sole responsibility to control entry of all visitors to the school premises during the agreed letting period, and to ensure that only those people known to them are allowed access. It is also the hirer's responsibility to ensure that all visitors have left the premises at the end of the letting period.
10. Hirers must not cause or permit any nuisance or disturbance to other occupiers or users at the school, nor to occupiers of neighbouring properties.
11. Hirers must make themselves aware of the appropriate action to be taken in the event of fire or other emergency. They must establish where extinguishers are located and how to use them, how to obtain assistance from the emergency services and the location of fire exits.
12. The Health and Safety at Work, etc Act, 1974 (as amended) imposes duties not only on employers in respect of their employees but also on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract has an obligation in relation to such a place. The duties are to ensure so far as is reasonably practicable, that the facilities, the means of access to and egress from, are safe and without risk to health. (A copy of the school health and safety policy is available on request and users must comply with this.)
13. Use of the school kitchen is not permitted without express permission in advance.
14. Alcohol must not be consumed on school premises without express permission in advance.

15. Alcohol must not be offered for sale by hirers (this condition does not apply to school or Parents Association events – in these cases, however, an appropriate licence must be obtained from the licensing authorities).
16. Use of school premises must follow the requirements of the school Smoking Policy. Hirers are responsible for seeing that the policy is complied with.
17. All rubbish, empty containers, crates, etc must be removed from the premises by the hirer immediately after the letting has taken place and before the caretaker locks up. Furniture and equipment is to be left as found unless other arrangements have been agreed with the bursar or caretaker.
18. Vehicles should not be allowed on the playing fields and no parking which restricts the Site Manager's or emergency services' access will be permitted. Parking on the roadway where double yellow lines are displayed is not permitted. Control of parking is the responsibility of the hirer. No responsibility can be taken by the school for any damage to vehicles sustained whilst in the school grounds.
19. Hirers must ensure that use of school premises is not detrimental to the school's reputation as a Catholic community. If hirers are in doubt about how this clause might affect the event or activity they are seeking to organise, advice should be sought from the headteacher or Governors in advance.