



# ALL SAINTS

## CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

# Lettings Policy

Approved by: Finance & General Purposes Committee      Date: 10 May 2022

Last reviewed on: May 2020

Next review due by: May 2024

## 1. Introduction

1.1 The school recognises that its facilities, buildings and grounds are a valuable asset to the community and so wishes to make them accessible to groups, organisations and individuals as appropriate. However, the Board of Governors have a responsibility to ensure that school premises are well looked after and used properly. The Board also wishes to invest any funds raised by this lettings policy wisely in order to improve provision for the children that attend the school.

1.2 The school uses its facilities extensively outside normal school hours, running before and after school and weekend activities for students and local primary schools. The facilities are used by the Board of Governors and other associated groups that support the school. This policy is not designed for these activities, but to set out the school policy for groups that use the school for other activities where charges usually apply.

## 2. Aims and objectives

2.1 The aims and objectives of this policy are designed to:

- enable groups and individuals in the community to access school facilities so that our school is seen as a whole community resource;
- maximise the use made of the school as a community resource and so our school can enrich the lives of as many people as possible who live in our community;
- ensure that this additional use does not have an adverse impact on the school;
- ensure that all revenue gained by the school is invested wisely in order to improve provision for the pupils who attend the school now and in the future;
- clarify the terms and conditions the Board of Governors have agreed for any letting so that those who hire our premises understand their responsibilities.

## 3. Categories

3.1 All lettings will be categorised as either:

- **Category 1:** Community use – educational or well-being activities that are led by the school, the Local Authority or other authorised body and may be charged at a rate below ratecard at the discretion of the Headteacher
- **Category 2:** Private use – activities that usually take place outside normal school hours and cover lettings such as private functions which are chargeable based on a published ratecard.

3.2 The Director of Finance will determine the category each application for use of the premises falls into.

## 4. Charges

4.1 Groups that wish to hire school facilities should seek details from the Director of Finance about the charges that apply. Each letting will be charged at the rate published by the school on an annual basis. Charges will vary depending on the facilities hired. Charges may be higher at weekends or during school holidays where special arrangements are needed to open and close the building.

## 5. Administration

5.1 Hirers will always need to complete the Lettings Licence Application, obtainable from the Director of Finance. No letting can take place without the lettings application being completed. This should be returned to the school normally at least ten working days before the letting. The form must be signed by the Director of Finance prior to the letting in order to confirm the school's agreement for the letting to take place.

5.2 Once the lettings agreement has been signed by the school full payment is required to secure the letting for one off lettings and termly amounts for long term lettings.

## 6. Responsibilities of the hirer

6.1 The hirer must ensure that they have taken out all proper insurance and indemnity necessary for the activity to be carried out in the letting or inform the school of no insurance in which case the organisation/private hirer will fall under schools own insurance. An extra charge will be added in this instance. The hirer must also be familiar with all Health & Safety regulations in relation to the building, make their own suitable first-aid arrangements, and in relation to the building be aware of exits, fire evacuation procedures and other emergency plans.

6.2 The hirer is responsible for the actions of all participants in the event while they are on the school premises. Hirers need to insure themselves for any damage caused by members of their group while using the school. Hirers must ensure the building is left in a clean and tidy condition following the event.

## 7. Smoking (including vaping) or the consumption of alcohol is not allowed on the school site

## 8. Cancellations

8.1 In relation to one off events, the school reserves the right to charge up to the full amount for any letting agreement cancelled less than 72 hours prior to the event to cover any loss or costs incurred by the school.

8.2 In relation to regular lettings, the school reserves the right to charge up to the full amount of the hire charge for any letting agreement cancelled with less than a term's notice to cover any loss or costs incurred by the school

8.3 In the unlikely event that the school needs to cancel a booking it will do all it can to make the organisers aware of this as soon as possible and offer the hirer another date that is mutually convenient to both parties.

## **9. Monitoring and review**

9.1 The Headteacher will report to the Board of Governors on an annual basis to summarise how the school site has been used during the year. The Headteacher will detail the number of lettings that have taken place, the income generated for the school and any problems encountered in the working of this policy.

9.2 This policy will be reviewed by the Board of Governors every two years.



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### Lettings Licence Agreement

Date of application [enter here]  
Organisation/Company name [enter here]  
Organisation full Address including postcode [enter here]  
Hirer's full name (on behalf of the organisation) [enter here]  
E-mail address (hirer) [enter here]  
Organisation telephone number [enter here]  
Purpose of hire and description of event [enter here]

**Public Liability Insurance:**

	Tick one
I represent a non-profit making charity/organisation, having provided proof of my status	
I represent a non-profit making charity/organisation, having provided proof of my status and also provided proof of my own adequate Public Liability Insurance	
I represent a profit making organisation and have provided proof of my own adequate Public Liability Insurance	

The accommodation hired must be left clean, neat and tidy after the letting has finished.

The external school grounds must be left tidy and free of litter. The School reserves the right to levy a retrospective charge in relation to any additional cleaning required of accommodation or grounds.

Date of proposed hire [enter here]  
Start time of proposed hire to include set up [enter here]  
End time of proposed hire to include clear up [enter here]  
Cost of hire [enter here]  
Number of expected attendees [enter here]  
Specific accommodation details [enter here, including any details of set up or other specific requests and clarification of access to school premises included in the letting]

I confirm that I accept the terms as set out in this Application for Hire of Accommodation Form. I have read the All Saints Catholic College Letting Policy, Site Users' Policy, Health & Safety Policy including Fire notices and agree with the stipulations therein, and in signing this document on behalf of the organisation named above I confirm my agreement, compliance and acceptance of the contents of these documents.

Hirer Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Date \_\_\_\_\_

Signature (for ASCC) \_\_\_\_\_  
Name \_\_\_\_\_  
Date \_\_\_\_\_

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### **Conditions of Hire**

1. Bookings ~ All bookings shall be made in writing on the Booking Form of All Saints Catholic College and accompanied by the Deposit.
2. Deposit ~ A Deposit equal to 50% of the Hire Fee shall be paid by the hirer at the time of hiring. The Deposit shall be returned within 10 days after the hire date less deduction for any loss or damage resulting from the hire.
3. Hire Fee ~ The Hire Fee shall be paid in full at least 5 working days before the hire date.
4. Hire Period ~ The Hire Period shall include time setting up before and clearing away afterwards and excess time shall be subject to an additional hire fee.
5. Cancellation ~ In the event of cancellation by the Hirer no part of the Hire Fee shall be reimbursed except in the discretion of the school.
6. Sub-letting ~ The Hirer shall not sub-let or attempt to sub-let any part of the premises.
7. Supervision ~ The Hirer or a nominated representative of the Hirer shall be present throughout the Hire Period and shall be responsible for the proper use of the hired premises and care of the school buildings.
8. Purpose of Hire ~ The Hirer shall have access only to the hired premises which shall be used only for the purposes indicated on the Booking Form.
9. Care of Premises ~ The Hirer shall take reasonable care of the school buildings and the hired premises, shall in particular protect the floors and walls from damage, and shall not bring flammable materials thereon nor erect any unsafe structure or overload electrical points or sockets.
10. Advertising Material ~ Any advertising material relating to the hire of the premises and naming the school should be approved in advance by the Headteacher. No material may be attached to the School gates and railings without the express permission of the Headteacher.
11. No Obstruction ~ The Hirer shall ensure there is no obstruction of stairs, doorways or fire exits and that vehicles do not block exits or park inconsiderately.
12. Nuisance ~ The Hirer shall take reasonable care to avoid creating a nuisance, and in particular shall keep music and amplified sound to an appropriate level (for guidance below 90B (A) at a distance of 25 metres from the noise source), and shall remove from the School building all rubbish and material generated by the hire, leaving the same clean and tidy.
13. **Smoking ~ it is illegal to smoke (including vaping) on the School premises.**
14. Insurance ~ The Hirer must ensure that it has taken out all proper insurance and indemnity necessary for the activity to be carried out in the letting or inform the School that it has no insurance in which case the organisation/ private hirer will fall under the School's own insurance; an extra charge will be added in this instance.
15. Emergency Procedures ~ The Hirer shall read or listen to instructions relating to emergencies and familiarise themselves with the fire exits and with the layout of the School.