



LETTINGS POLICY

November 2023

Reviewed by:	Headteacher
Approved by:	Governing Body
Date approved:	13.11.2023
Review date:	November 2024

Introduction

The Governing Body regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible.

The overriding aim of the Governing Body, however, is to support the school in providing the best possible education for its students, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Definition of a letting

A letting may be defined as:

“Any use of the School buildings and ground by parties other than the School and its partners. This may be a community group (such as a local music group), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”

The following activities fall within the corporate life of the School. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the School’s delegated budget:-

- Governing Body meetings
- Extra-curricular activities for students organised by the school
- School performances
- Family learning
- Parents’ meetings
- Meetings of the PTA
- PTA organised events

Priority for lettings

The Governing Body is mindful of the needs in the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings. The following lettings are especially encouraged but no letting will be granted to organisations or groups that are in a conflict with the Catholic ethos of the school:

- Lettings to ethnic minority groups such as mother tongue
- Educational activities open to school students and their families
- Recreational activities open to school students and their families
- Activities organised by local community groups for the benefit of the local community
- Lettings to parents attached to the school
- Lettings to people living in the school’s local community
- Lettings to voluntary organisations
- Lettings to parent support groups
- Lettings to self help groups
- Faith groups
- Lettings to women’s groups
- Lettings to people with a disability
- Lettings to low income groups

- Lettings to children's groups
- Lettings to youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the School or are not able to be accommodated within the school's facilities:-

- Commercial activities with little potential to generate income or support for the School
- Events selling or serving alcohol
- Activities promoting gambling
- Events that are contrary to the Catholic ethos of this Salford Diocesan school

Types of Lettings

The Governing Body has agreed to define lettings under the following categories:-

- School lettings for activities for students or their parents and carers that provide educational benefit to students, which the school wishes to subsidise
- Community lettings for other community activities which should be made on the basis of full cost recovery
- Commercial lettings will be charged on a cost plus an income margin for the school

Charges

A £250 damage deposit is required for all lettings. This deposit will be refunded at the end of the agreed term, if no damages are incurred.

The Governing Body is responsible for setting charges for the letting of the school premises. These are set out in the Schedule of Charges for Community Use (Appendix 1).

The scale of charges will be reviewed annually for implementation from 1st September of that year. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the Headteacher is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses

The school will seek to recover any costs incurred by the School that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the standard conditions of hire of use.

Payment for all lettings must be paid in advance.

Letting times, available facilities and equipment

The facilities and equipment are available as per Appendix 2 attached.

Variations to these facilities and times will be subject to the approval of the Headteacher.

Conduct of users

This is set out in the Standard conditions of hire for use of School premises (attached Appendix 3)

Security

The Headteacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Headteacher in accordance with the Governing Body's policy. Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors.

Considering applications for lettings

Organisations seeking to hire the school premises should approach the Business Manager who will confirm availability. Details of charges and conditions of use should be given or referred to.

An Initial Request and Application Form, (see Appendix 4) will be completed at this stage. A record of all enquiries should be kept on file.

The Headteacher will decide on the application with consideration to:-

- the priorities for lettings agreed by Governors and set out in the School's lettings policy
- the availability of the facilities and staff
- the school's equal opportunities, health and safety, child protection policies
- the health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc

Issuing a Lettings Contract

Once a letting has been approved the hirer will get a copy of the standard conditions of hire and the Lettings Contract.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges. We will seek payment in advance in order to reduce any possible bad debts and or a deposit to cover damage. A guarantee card should support cheques wherever possible.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines.

The Headteacher on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

Monitoring, Evaluation and Review

The Governing body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Appendix 1

St Peter's RC High School

LETTINGS POLICY

All prices are per hour unless otherwise stated. The school does not charge VAT

A £250 refundable damage deposit is required for all lettings.

Lecture Theatre / Canteen (holds 280)	£50
RE Centre (classroom holds 30, chapel holds 60)	£50
Technology Room [holds 40]	£50
Learning Resource Centre (LRC) [holds 40]	£50
ICT Room [holds 30]	£50
Classroom [holds 30]	£25
Community Room [holds 36]	£25
Training Room [holds 36]	£25
Outside areas	£50

***Lunch (per head) can be provided at £7.50 adults - £3 children
Light Refreshment £2.50 adults - £1.50 children***

Appendix 2a

		9:00am -3:30pm	3:45 -5pm	5 - 6pm	6 - 7pm	7- 8pm	Light refreshments (number)	Lunch (number)	Both (number)	
Monday	Lecture Theatre / Canteen	St Peter's USE ONLY								
	RE Centre									
	Technology Room									
	Learning Resource Ctr									
	ICT Room									
	Classroom									
	Community room									
	Training room									
Tuesday	Lecture Theatre / Canteen									
	RE Centre									
	Technology Room									
	Learning Resource Ctr									
	ICT Room									
	Classroom									
	Community room									
	Training room									
Wednes	Lecture Theatre / Canteen									
	RE Centre									
	Technology Room									
	Learning Resource Ctr									
	ICT Room									
	Classroom									
	Community room									
	Training room									
Thursday	Lecture Theatre / Canteen									
	RE Centre									
	Technology Room									
	Community room									
	Training room									
Friday	Lecture Theatre / Canteen									
	RE Centre									
	Technology Room									
	Community room									
	Training room									

Appendix 2b

WEEKEND LETTINGS											
		9 - 10am	10 - 11am	11 – 12 noon	12 - 1pm	1 - 2pm	2 - 3pm	3 - 4pm	Light refreshs (number)	Lunch (number)	Both (number)
Saturday	Lecture Theatre / canteen										
	RE Centre										
	Technology Room										
	Learning Resource Ctr										
	ICT Room										
	Classroom										
	Community room										
	Training room										
Sunday	Lecture Theatre / canteen										
	RE Centre										
	Technology Room										
	Learning Resource Ctr										
	ICT Room										
	Classroom										
	Community room										
	Training room										

Appendix 3

Standard Conditions of Hire

All groups/organisations that use the premises are required to read these terms and conditions and agree to abide by them by signing the Initial request and Application form. This will be signed by the nominated person from each group/ organisation

Interpretation

'The School' means the Governing body of the school, its employees and agents

Purpose of use

1. The accommodation shall only be used for the purposes stated on the application, and within the hours agreed in the letting agreement issued by the School. The Hirer shall be responsible for ensuring these conditions of occupation are observed
2. The Hirer shall not assign or sublet the whole or any part of the benefit of this agreement
3. No interference is to be made with School property/equipment/premises which do not form part of the letting

Health and Safety

4. The Hirer is responsible for the effective supervision of the arrangements and activities in the premises during the period of hire and for the prevention of disorderly behaviour so as to ensure that no nuisance or annoyance arises to the occupiers of adjoining premises or neighbouring residents and shall behave reasonably at all times
5. The School fire, emergency and evacuation procedures will be forwarded to the Hirer and it the Hirer's responsibility to ensure that the whole party are aware of these procedures. The Hirer shall be required to take any precautions necessary to ensure the safety of those attending during the period of hire, including ensuring the means of escape from fire are not blocked or impeded
6. The Hirer will immediately inform the school of any emergency, accident or serious incident that occurs on the school's premises
7. This should be done in person and may require the applicant telephoning the Headteacher (number available on arrival). The Hirer will be responsible for reporting to the Health and Safety Executive any accident that arises from activities that it organises
8. Hirers providing services to children, whether pupils at the school or others, must have policies and procedures in place to ensure children's safety, and must provide evidence of these to the school as required e.g. Safeguarding Policy and Use of Mobile Phone Policy, DBS Checks

Payment of Hire Charges and Deposit

9. Hire charges shall be due and payable 30 days before the date of the booking

10. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses

Responsibility of the Hirer for Good Order and Safety

11. The Hirer shall be responsible for any damage to the school property, equipment or buildings caused by them or their guests. The Hirer must report any such damage to the school immediately. The Hirer shall repay to the school on demand the cost of re-instating or replacing any part of the premises or any of the property on the premises which shall be damaged, destroyed, stolen, or removed during the period of hire or prior or subsequent thereto if in relation to or by reason of the hiring. Any such costs will be in addition to the specified lettings charges
12. The Hirer shall ensure that all accommodation is left in a clean and tidy condition at the end of the letting. Using litterbins and recycling facilities as appropriate will help this
13. The Hirer must obtain express permission from the school to leave any equipment on the premises. The Hirer is responsible for any equipment they leave on the premises and shall ensure that such equipment is in good repair and after use, safely stowed away. Items no longer required by the Hirer, or deemed by the school to be unsafe or beyond repair or else unsafely stored on the premises shall be promptly removed by the Hirer on demand. If such request is not complied with by the Hirer within (specify period) the items may be disposed of by the school and the Hirer shall reimburse the school for any expense which it incurs
14. The school shall not be responsible for any article brought or left in any part of the premises, or theft or loss of, or damage to vehicles parked in any car park provided
15. The Hirer shall comply with any reasonable instructions given by the Headteacher or other member of the school staff
16. Alcohol is not allowed to be consumed on the premises. Illegal drugs are not to be brought onto or consumed on the School premises
17. There shall not be brought onto the premises anything of an inflammable, dangerous or noxious character
18. Where the premises does not have a Public Entertainment Licence the Hirer will be responsible for obtaining such a licence. Any fees for such licences are to be paid for by the Hirer
19. Smoking is not allowed within the boundary line of the school premises at any time
20. No nails or fastenings shall be driven into any wall, floor, ceiling or partition of the premises without the permission of the School

Indemnity & Insurance

21. St Peter's RC High School disclaim liability for injury or damage to persons or property upon its premises (so far as they are legally able to do so).

22. The Hirer agrees to indemnify St Peter's RC High School, its employees and agents against all actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury during the period of hire or before or after that time if such death or injury in any way related to the hire of the premises except where such death or injury occurs as a result of the negligence or breach of duty of the School or their agents or employees. The indemnity must be covered by public liability insurance including fire damage to the premises and its contents. It will be necessary to produce documentary evidence of the cover when booking

Advertising

23. No advertising shall be permitted except without the prior written consent of the School

Cancellation

24. The school reserves the right to cancel the booking at any time without notice and without assigning any reason, but will endeavour to give as much notice as possible. In such circumstances, the School will refund any monies paid in respect of the letting so cancelled but will not be responsible for any loss or expenditure whatsoever in relation to the letting which the Hirer may have incurred or be liable to pay. The School reserves the right to refuse any application for Hire as it may deem fit or withdraw permission for any letting at any time
25. If the Hirer cancels their booking 10 or more working days before the date of the booking, the full fee and deposit will be refunded to the Hirer. If less than 10 working days notice is given, only 50% of deposit will be returned. If less than 5 working days notice is given by the Hirer, there will be no refund of the deposit.
26. The applicants will complete all relevant paperwork in a true and accurate way. False information may lead to an application being terminated

Appendix 4

St Peter's RC High School

Name of hirer			
Position			
Club / Organisation			
Address (inc website)			
Contact person			
Contact Tel no			
Email address			
Date(s) of booking	Appendix 1, 2a and 2b must be included with this return		
Start / end time(s)			
Details of Activity			
Light refreshments (number):	Lunch (number)	Both (number)	
Equipment required (please give details)			
Will the equipment hire need a licence?		YES / NO	
If yes, please circle which license:			
Copyright Licence (copying books, playing music)		Radio/ TV/CD recording	Play a DVD (Film Licence)
Recording (off TV/radio) Agency Licence		Other: Please specify_____	
Any other arrangements			
Name of insurer			
Policy number			
Commencement and expiry date			
Letting approved			
Signed (Business manager)		Date:	

I have read and accept the standard conditions of hire and the lettings contract. I also understand the instructions and arrangements relating to Emergency Procedures and am aware of my responsibilities to ensure all others who have any supervisory responsibility are also aware of and competent to implement the procedures should the need arise. I confirm that I am aged over 18 years.

Signed (Hirer): _____ Date: _____

Original completed return retained by school / one copy confirmation given to hirer