

**FEDERATION OF ST ANNE'S AND ST MARTIN'S
CATHOLIC PRIMARY SCHOOLS**

St Anne's Catholic Primary School



Learning to live by faith and to be known by love

LETTINGS POLICY

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1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support our families, the parish, the local community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of opening and closing, hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Hall
- Classrooms
- Toilets
- Playing fields
- Pavilion

In order to cause the least inconvenience locally, any letting must terminate by 11.30pm. Users must vacate the premises by this time and any music must be terminated by 11pm to enable vacation by 11.30pm.

2.2 Capacity and charging rates

All capacity numbers below will be subject to the latest government guidance and local guidance. The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST			
		Single event lettings by individuals associated with the school (staff/governors)	Single event lettings by individuals associated with the school/parish/parents (parents/parish members)	Groups using the school for a regular letting (at least 4 times per term booked in advance)	Single event lettings
Hall (plus toilets)	250	£15/hr	£20/hr	£22/hr	£25/hr
Classroom per hour (plus toilets)	30	£7/hr	£9/hr	£10/hr	£12/hr
Field (no pavilion/toilets)	250	£10/hr	£15/hr	£17/hr	£20/hr
Field (plus pavilion/toilets)	250	£15/hr	£20/hr	£22/hr	£25/hr

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Please note that extended lettings by groups associated with the school (e.g. Holiday Clubs) will be charged at a rate to be agreed 1:1 with the Headteacher.

A deposit, refundable after letting, will be requested on booking for all events. For single event lettings, payment in full will be required at least 7 days before the event is due to take place. Regular lettings will be required to pay one session's fees as a deposit in advance at least 7 days before the first booking and will be invoiced for the remainder termly. Full payment is required within 14 days. Items subject to VAT will be shown separately on invoices.

The charges in the table above will be reviewed in March annually by the Governing Body for implementation on 1st April.

3. Charging rates and principles

3.1 Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the school.

If opening and closing are required, this will be an additional charge. Unlocking = £15
Locking = £19

VAT may be payable in accordance with the VAT regulations in force at the date of letting. VAT is currently payable on the hire of equipment but not on tables, chairs and sports equipment.

We may decide to impose an additional cleaning fee on top of the hiring rates should the premises not be appropriately cleaned by the lessee.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 2 days' notice. Should we need to cancel, we will make every effort to speak by phone with the lessee. Should we be unable to contact you, we will email. A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 2 days' notice. If less notice than this is given, the licensee shall not be entitled to a refund.

3.3 Review

The revenue raised from hiring out will be reviewed by the school bursar and will be fed into the school's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should fill out the hire request form, which you can find in appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the school office. Approval of the request will be determined by the school bursar.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its safeguarding arrangements and public liability insurance.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, reputational damage may occur, or the activity does not adhere to government safety advice.

5. Terms and conditions of hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer"/Lessee means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 14 days before the start date of the licence. The recommended level for public liability cover is £5million. Alternatively, 10.5% will be added to the invoice to be included within the school's public liability cover.
10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
11. The hirer shall indemnify and keep indemnified the school from and against:
 - a. Any damage to the premises or school equipment.
 - b. Any claim by any third party against the school; and
 - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
12. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any

- losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
13. Any cancellations by the school made with at least 2 days' notice will be refunded.
 14. Any cancellations by the hirer received with less than 2 days' notice will not be refunded.
 15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
 16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy, the floor swept and not leaving any of their own equipment or rubbish behind.
 17. The school operates a no smoking policy. Anyone attending a function on the site will not be allowed to smoke within the confines of the school building.
 18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
 19. If the hirer breaches any of the terms and conditions the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
 20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
 21. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
 22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running. This includes a risk assessment for COVID19.
 23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
 24. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
 25. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
 26. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

6. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If the premises are being used by the school, the school's own child protection rules apply.

If the premises are let to an external person/body including the PSA then the governors will seek assurance that the persons concerned have appropriate safeguarding policies and procedures and will require evidence of these. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during

school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to confirm that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact Brighter Futures for Children Single Point of Access as soon as reasonably practicable by:

Using a web form, which can be found

at: <https://brighterfuturesforchildren.org/reportconcerns-about-a-child/>

- Calling the team on 0118 937 3641
- Emailing the team on cspoa@brighterfuturesforchildren.org

Failure to comply with this will lead to termination of the agreement.

Hirers must also agree to alert the Head Teacher (head@st-annes.reading.sch.uk) to any referrals they have to make to the local authority designated officer or to children's social care about children, adults or vulnerable adults i.e. any disclosure or allegation of harm which links to the use of our premises. This duty applies regardless of whether or not children who attend any of the services or activities supplied by the hirers are on the school roll.

If an individual or group is found to be promoting views in contravention of the school's Prevent Duty, the person/group is guilty of an offence. The school will contact the police and request that the person/group be removed from the school premises.

The school's representative will be contactable by phone during functions and has the authority to take any action necessary to protect the school's interests during any letting.

7. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable, such as where COVID19 is no longer a risk.

Any updates to this policy will be shared with the full governing board.

Appendix 1: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact our bursar on bursar@st-annes.reading.sch.uk

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Name _____ Date _____

Signature

Please return this form via email to bursar@st-annes.reading.sch.uk or to the school office at admin@st-annes.reading.sch.uk

We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.

Appendix 2: Confirmation of licence template letter

Dear [contact name]

Thank you for submitting your hire request form to us.

We're pleased to say the area you've requested is free on the date(s) and time(s) of your request and we'd be happy to grant a non-exclusive licence to you to use the area for the purpose set out in your request form, subject to the [enclosed terms and conditions/terms and conditions already provided to you].

Based on the length of time and area requested, the full amount for the hire will be [insert amount, and where relevant, explain that this includes an additional cleaning fee]. You can pay us by [insert payment method(s) and details here]. We request full payment of the fee by [insert date].

We'll also require you to submit to us:

- Proof of your public liability insurance
- Specify any other documents you'll require when someone hires the premises
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We've attached the following documents:

- Details of emergency evacuation procedures in the event of a fire/similar emergency
- Specify any other documents you'll want to make sure the hirer is familiar with (e.g. health and safety policy)
-

Please make sure you're familiar with these before the date of hire.

You can contact [named contact and details] with any questions about hiring the premises.

You may wish to have an additional 'out of hours' contact/contact details for when the hire is happening if the person is hiring the premises outside of school hours, unless you plan to have a member of staff on site to provide support with any issues.

Kind regards,

[staff member]