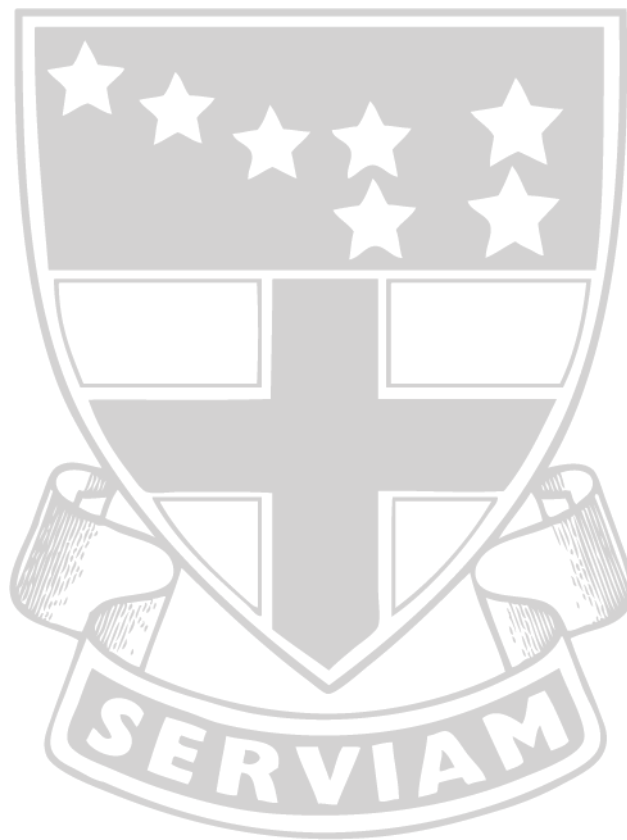




LETTINGS POLICY



Policy Passed: November 2017

Date of Review: July 2020

Date of Next Review: July 2022

1. Objectives

The governors agree the following principles, namely :-

- that school premises represent a significant capital investment and should be utilised as a valuable community resource;
- educational usage of our premises constitute a natural priority;
- 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;
- that a profit margin is desirable and this supports the education of students within the school by using the funds to additionally invest to improve facilities.

2. Priority Usage

The governors have agreed the following categories of priority use (in the following order) :-

- Group A (local community groups & not for profit);
- Group D (Other community groups & not for profit);
- Group C (Commercial / Other).

It should be noted that any school activities take priority over any agreement to let to the hirer. Should there be a clash with a school event the hirer will be given as much notice as possible.

3. Group Definitions

Community Groups

Organisations should be voluntary and non-profit making. Those organisations that will be considered community. The categorisation of group type will be judge based on the information presented by the organisation or group, the decision of the school is final.

- Usually, all staff involved with the organisation should be employed in a voluntary capacity and not receive any payment/salary for their time/work (**excluding registered voluntary organisations**);
- Usually, any income from subscriptions collected should only be to cover the running costs of the organisation such as insurance, DBS checks, travel and subsidiary expenses, hire fees and purchase of essential kit and equipment and should not be for payment of staff salaries.

Commercial Groups / Other

Organisations not meeting the above criteria are likely to be considered as a commercial organisation. These include:

- Limited company;
- charging competitive fees for tuition or admission;
- collected income which is retained within the organisation or invested in non-essential equipment which can be classed as an asset.

5. Administration of Lettings

Administration of lettings of the school is managed by the finance office, a letting pack should be requested by emailing finance@stangelas-ursuline.co.uk.

All hiring of the school premises is fully documented, this process starts when the hirer completes a letting application / request form which must be submitted to the email address above or by post to the school address.

The premises are to be let on the basis that they will not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times the Catholic nature of the Premises must be respected. Any breach or potential breach of this provision will mean that the use of the premises is withdrawn.

The decision to accept or decline an application for use of the school premises remains with the school, the School Business Manager has delegated authority in this regard.

6. Security and Safeguarding

The opening and closing of the school shall be undertaken by a member of the school Premises Team. The admittance time for all involved with the letting will be agreed upon the approval of the letting. For site security reasons, access to the site outside of these prearranged times cannot be guaranteed.

Hirers providing services to children, whether pupils at the school or others, must ensure all reasonable steps are taken to safeguard the children, and must provide evidence of this to the school as required.

Anyone hiring the premises must have their own safeguarding policy (which must be provided) or agree to abide by the Safeguarding Policy of St Angela's Ursuline School (a copy of which will be made available on request).

Supervision of those involved with letting (including spectators) and the safety and security of the area of the school being used is the responsibility of the hirer.

Any damaged (accidental or otherwise) must be reported to the school immediately or as soon as reasonably practicable. Any costs relating to damage or loss will be recharged to the hirer. A decision may be made to cease the letting agreement to the hirer.

All personal belongings should be kept on the person or secured at all times, the school accepts no liability for loss or damage of personal belonging during the hire period.

The school will not hire the premises to any party, individual or group that we feel would be in conflict with our duty under the Prevent Strategy.

Permissions is required for any filming or photography during any letting, this includes any photographs taken by spectators. Should you require permission please discuss with the business manager.

Smoking is not allowed on the school premises at any time. Alcohol is not allowed to be brought on to school premises unless prior agreement is given. Alcohol cannot be sold on the premises unless a licence is obtained the cost of this must be met by the hirer. Any costs for music or performance licences must also be met by the hirer and should be planned in advance of the letting.

7. Further Documentation and Requirements

Insurances

In order to protect the school when the premises are hired out it is necessary to have Public Liability Insurance Policy with a limit of indemnity of £1,000,000 in place, the cost of any such insurance premium is to be met by the hirer. Evidence of this insurance must be provided prior to the letting commencing.

For regular hirings the hirer should organise their own insurance or, in some instances, the organiser of the hiring may find their normal buildings and contents insurance will cover them. If the hirer is in doubt as to whether their insurance policy is suitable the hirer should contact their own insurance company to ask for details.

For one off hirings the hirer can either follow the above advice for regular hirings, or apply to an insurance company of their choice for cover on a one-off basis. This insurance must be Public Liability Insurance with a limit of indemnity of £1,000,000, the cost of any such insurance premium is to be met by the hirer.

Promotional Literature / Newsletter

Should the hirer wish to promote the activities for which the school is being hired literature (inc newsletters) a draft must be sent to the school prior to publication for confirmation and checking of details.

Appendix I - Letting Charges (1st Sept 2019 – 31st August 2020)

Standard letting charges are outlined in the table below. Please note the group charging, further details of group categorisation can be found in section 3 of the lettings policy.

Facility	Group A Local Community Groups	Group B Other Community Groups (not for profit)	Group C Commercial
Hall	£35	£35	£60
Sports Hall	£55	£55	£90
(Weekends & Weekdays after 6.00pm)	£65	£65	£100
Classroom (per room)	£15	£15	£25
Specialist room including ICT /Recording Studio and Food technology*	£15	£15	£45
Conference Center	£20	£20	£45
4G Sports Rooftop	£45	£45	£80

Note:

- All prices are per hour and do not include VAT or equipment hire unless specifically stated.
- Bank holidays and weekends only by special arrangement & additional charges apply.
- Additional charges may be requested for an appropriate member of staff to be available.

Appendix 2 - Letting Application Form

Contact & Organisation Details	
Name of Organisation	
Address of Organisation	
Contact Name	
Contact Number	
Contact Email	
Organisation Category As outlined in the school letting policy, section 3. This may require evidence.	A / B / C
Letting Requirements & Details	
Date(s) of Letting Please include a start and end date if this request relates to a regular letting. Annually, no letting bookings are taken further than the end of the academic year.	
Time of Letting Include a start and end time, the time should cover all activities including setup / close down.	
Requested room to Let If you are unsure of room names, please put your requirements in here so we can find the most suitable space to let.	
Equipment Requests We do not provide any equipment for our lettings, if you have a request and we can accommodate it, we will try. There could be additional charges for this.	N/A
Letting Terms and Conditions	
Confirmation you agree to abide by the Lettings Policy including Letting Terms and Conditions <input type="checkbox"/>	
Safeguarding: <input type="checkbox"/> We have our own safeguarding policy OR <input type="checkbox"/> We agree to abide by the safeguarding policy of St Angela's Ursuline School	
Print name	
Signature	
Date	

Appendix 2 - Terms and Conditions

- School activities have priority over any third party lettings;
- Outline charges are set by the Headteacher/Governors and reviewed annually;
 - ◆ Payment is in advance for lettings, payment plans may be formulated for longer term lettings (monthly / termly invoicing);
 - ◆ A deposit may be request which will secure the letting and will be refunded at the end of the letting period, it will be non-refundable if any damage arises in relation to the letting.
- The school will not hire out areas used for food preparation, these areas are covered by food hygiene certificates. The only way of allowing these areas to be booked is to have a member of the school catering team present. You will be charged a supplement for this;
- The School reserves the right to withdraw permission for any letting.
- The Hirer shall be responsible for ensuring these Terms and Conditions for Use are observed in full;
- The hirer is responsible for:
 - ◆ The Hirer will complete all relevant paperwork in a true and accurate way. False information may lead to an application being terminated;
 - ◆ Only using the school premises for the purposes agreed, and within the hours agreed by the school;
 - ◆ Providing all training materials and equipment;
 - ◆ Ensuring that the area which has been used is left clean and tidy at the end of each letting. Any additional cleaning and administration costs will be recharged to your organisation;
 - ◆ Having appropriate insurance in place to cover their liabilities arising from their use of St Angela's Ursuline School facilities;
 - ◆ Ensuring that all trainers and attendees abide by the Terms and Conditions for Use of St Angela's Premises, and Fire Evacuation Procedure;
 - ◆ Ensuring the safety of those attending the activity/event, including ensuring the means of escape from fire are not blocked or impeded;
 - ◆ Ensuring any damage to the school property or buildings caused by them or any person attending the activity/event is reported to the school within 24 hours;
 - ◆ Indemnifying the school against all claims for injury or loss/damage to persons or property arising directly or indirectly from their use of the premises;
 - ◆ Immediately informing the school of any accident or serious incident that occurs on the school premises, they will also be responsible for reporting to the Health and Safety Executive any accident which arises from activity/event that it organises which are reporting or notifiable under RIDDOR;
 - ◆ Ensuring nobody causes noise or other nuisance to neighbouring residents, and shall behave reasonably at all times;
 - ◆ Ensuring that no filming of any kind is done by officials, participants or spectators without checking and providing a detailed plan for approval in advance;

- ◆ Ensure the activities conducted during the let do not conflict the duties of the school under the PREVENT strategy;
- ◆ Ensure the safeguarding policy is followed at all times;
- ◆ Ensuring that all let areas are left in a clean and tidy condition at the end of the activity/event, using cleaning, litter bin and recycling facilities as appropriate;
- ◆ The Hirer shall comply with any reasonable instruction given by the Headteacher, Premises Manager or other member of the School Staff;
- ◆ Unless otherwise agreed, if the Hirer cancels the letting -
 - 10 (or more) working days before the activity/event, the full fee will be refunded;
 - less than 10 working days' notice, 50% of the fee will be required;
 - If less than 5 working days' notice is given, there will be no refund.

Appendix 3 - Fire Evacuation

- If a fire is discovered, the fire alarm must be activated immediately, and the occupants should not attempt to fight the fire;
- On hearing the fire alarm all occupants must leave by the nearest available fire exit and assemble on Merici Court (identified **Muster Point** below), they should wait for the duty site supervisor. If there is a known fire, the fire brigade should be contacted immediately;
- Nobody shall return to the buildings to collect any personal belongings or to look for missing persons;
- The hirer shall be responsible for keeping a record of all attendees of the activity / events, and for providing the emergency services with all necessary details to establish whether any occupant(s) are unaccounted for (fire warden duties).



Contact details, for use in emergency only:

Jason Hicks (Site Supervisor) 07904 868 892	Ian Florant (Site Supervisor) 07825 868 890	Chris Birch (Site Manager) 07904 868 891
	Andrew Whitlock (SBM) 07824 412 916	