

St. Ann's R.C. Primary School

School Lettings Policy

Last Reviewed: September 2023

Next Review by: September 2024

Our School's Mission Statement

'We, the family of St. Ann's, rejoice in our learning; striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be.

Motivate, learn, inspire.'

Introduction

The school recognises that its premises are a valuable resource within the community and as such welcomes the opportunity to enable other users to benefit from them when they are able to do so.

This policy aims to clarify the procedure for letting part of the school building so that all agreements are entered into with both parties knowing what they can expect and how to address any issues that might arise.

Our aims

By letting our premises we intend to:

- maximise the use of the school for the benefit of the community
- ensure that the educational use of the building is prioritised without prohibiting other users
- raise money to support the activities of the school

Procedure

When an approach is made about a letting the following procedure should be followed:

- Consult the Head in the first instance in terms of the appropriateness of the letting.
- Complete the booking form and give copies to the Head for approval.
- Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let
- Hirers will need proof of public liability insurance.
- Any requests for amendment to the booking must take place at least 14 days prior to the let.
- All parties affected, eg caretaker are informed and arrangements discussed.

Guidelines

1. The school has priority use of the property.
2. The school will always seek to at least cover its costs unless it is a direct beneficiary of a fund-raising activity.
3. The school will seek to treat hirers fairly.
4. Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.

5. The person signing the application form is responsible for all aspects of the let and must abide by all aspects of the Terms and Conditions of Hire document.
6. The school will only allow hiring of the premises for purposes considered appropriate and suitable

Terms and Conditions of hire

The following are conditions of hire.

1. Hirers must have left the premises by the end of the booked period.
2. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
3. Availability of premises is negotiable.
4. The school is a no-smoking environment.
5. No alcohol is to be consumed on the premises.
6. The school accepts no responsibility for the loss of personal property brought into or left in the premises during the let.
7. The hirer accepts full responsibility for any damage to or theft of the school's property during the period for which the premises are hired.
8. The hirer must ensure that a responsible person will be present on the premises at all times during the period of the letting.
9. Any additional cleaning undertaken by the school will be charged to the hirer at the appropriate rate.
10. The hirer accepts that they should familiarise themselves with relevant health and safety information.

Scale of charges

The Headteacher will annually set the hire charge.

Current charges include:

Junior Hall

Weekends **£100 per day**

Complaints procedures

The following comprises the complaints procedure for lets.

1. If the school has a concern about a let, the Headteacher will raise the concern with the hirer.
2. If the matter remains unresolved the hirer will receive written notice of termination of any booking agreement.

3. If the hirer has a concern they should talk to the Headteacher.

4. If a third party complains, the Headteacher will deal with the complaint and attempt to resolve the situation.

Health and safety

The school is responsible for ensuring that the means of access or egress are safe for the use of the hirer and that the plant or equipment used by the hirer is safe. If the hirer discovers a hazard, they should take action to make the site supervisor on duty aware of it. Hirers should familiarise people using the premises with fire and health and safety arrangements.

Review of Lettings Usage

The Governing Body will review this policy on an ongoing basis with a view to determining whether the policy has been successful. Measuring the success of the school lettings policy will be achieved by establishing the following:

- Are hirers satisfied with the service provided?
- Does the budget benefit from lettings? Are they cost effective for the school?
- Are the prices adequate or in need of review?

ST ANN'S R C PRIMARY SCHOOL
HIRE REQUEST FORM

Organisation: _____

Person(s) in charge of session: _____

Address: _____

Contact telephone number: _____

Facility request(s):-

Facility: Junior Hall

Date(s) / Day: _____

Date to (if "Block booking"): _____

Time from: _____ To: _____

Details of usage: _____

I agree to the terms and conditions as set out in the schools' Lettings Policy

Signed: _____

Print Name: _____

Date: _____