

## **St Augustine's Catholic Primary school**

### **LETTINGS POLICY**

Date of last review:

November 2021

Date of next review:

November 2022

#### **Policy Objectives**

- The governors have delegated day-to-day responsibility for lettings to the Head of School. This policy outlines school guidelines for operation of Lettings at St Augustine's Catholic Primary School.

#### **Statement of Intent**

The governing body accepts its responsibility to administer the letting of the school premises, understanding:

- that school premises represent a significant capital investment and should be fully utilised;
- are a valuable community resource;
- are used for educational purposes;
- that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating educational activities;
- that St Augustine's Catholic Primary School is committed to fostering high expectations and developing the full potential of each individual that they become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world. Our priority usage supports this ethos.
- that school premises are a useful resource for the staff in order to support the governor's commitment to staff wellbeing.

#### **Priority usage**

The governing body will allow the use of premises in the following order of priority:

- School events
- FOSA meetings and events
- Staff only events in particular those that improve staff wellbeing
- Parents of children attending the school
- Other users, including private users, approved by the Head of School, who will be sympathetic to the catholic ethos or needs of the community served by the school.

## **Charges for lettings**

The finance committee will meet annually to review the existing charges for lettings. The current proposed charges are attached on Appendix A.

## **Availability of premises for Shared Use**

The school premises are not available for overnight accommodation.

**Term time lettings** will normally be permitted between:

### **Mondays to Fridays**

15.00 – 18.00 extended school time (with priority given to school extra-curricular events)

### **Saturday and Sundays**

The school site is closed on Saturdays and Sundays during term time. No exceptions are made to this.

## **Out of Term time lettings**

### **Mondays to Fridays**

10.00 – 18.00 (with priority given to school extra-curricular events). This is only on agreement with the Head of School and taking into account the additional cost of Caretaking overtime to open/close the school as well as the requirement to have school staff on site. The current proposed charges are attached on Appendix A.

### **Saturdays and Sundays**

The school site is closed on Saturdays and Sundays. No exceptions are made to this.

## **School closures**

Hirers should be aware that there may be school events such as parents evenings and FOSA disco's which may cause cancellation of regular, weekly bookings.

The school site is closed on the following dates:

- National Bank Holidays
- Christmas School Holidays
- August – site usually closed due to Caretaker holiday and maintenance/building work. Hirers wishing to use the premises during August should contact the Head of School.

## Availability of Buildings

### *Facilities available for hire:*

- Main Hall – including tables and chairs
- Classrooms – Breakfast Club Room and Group Room available for hire
- All weather pitch (MUGA) & school field

### *Facilities not currently available for hire*

The kitchen facilities are **not** available for hire (due to Health and Safety legislation)

The main school staff room and classrooms used for lessons are **not** available for hire

## General arrangements

- St Augustine's Catholic Primary School is a non-smoking site (including external premises within the school grounds).
- All lettings requests will be considered on the receipt of the 'application to hire school premises form' which is available from the school office and full conditions of hire are available with the application form. Available in Appendix B.
- All lettings once agreed will be paid **in advance of the date of hire**. Exceptions to this are rare and must be agreed with the Finance Manager ***in advance***. A surcharge of 10% may be applied to late payment of invoices.
- The use of school equipment must be agreed at the time of the application for hire. ICT is not part of any hire and any ICT requirements must be discussed in advance of the hire.
- Alcohol shall not be consumed on the school premises except with permission of the School Governors and will be subject to the conditions made at the time of the booking, and to the obtaining of a licence as necessary.
- The Governing body will not tolerate any violence or abuse towards any School Staff at any time. Anybody exhibiting inappropriate behaviour may be removed from the school premises. More serious episodes will be reported to the police.

## APPENDIX A

### St Augustine's Catholic Primary School

#### **Standard Scale of Letting Charges**

These charges are for a standard length of session outside of the school day and through the school holidays (the school day is deemed to be from 8:00am and 3:00pm). Hire periods less than one hour will be charged on a pro-rata basis.

| Facilities  | Cost of Hire per hour   | Additional   |
|---|---|--|
| Main Hall   | £10.00 for parents of child attending the school<br>£15.00 for private hirers | Tables and chairs provided but no kitchen facilities available |
| Breakfast Club room                                     | £10.00  |  |
| Group room  | £10.00  |  |
| All Weather Pitch (MUGA)                                | £15.00  | Access to toilets available                                    |
| School field  | £10.00  | MUGA and field joint hire available for £20.00 per hour.       |
| Caretaker opening/closing of school due holiday periods | £5.00   | No charge during term time if hire ends by 18:00.              |

#### **Additional unit charges are as follows:**

##### *Conditions of Hire*

Payment for the use of consumables or photocopying will be agreed between the school and each hirer on an individual basis.

##### **Staff use of school facilities**

The school governing body recognises the importance of staff wellbeing and wishes to support the school community with the use of facilities if available. School staff who may wish to hire the facilities for a non-profit making activity (no income involved) that involves the school community only (staff or staff/students) will be offered the facility free of charge (for example, five a side staff football, mindfulness programme). This offer is subject to availability of the premises and the general terms and conditions of the lettings policy.

##### **Use of school facilities by an external agent/company for the benefit of staff**

If the facilities are hired by an external agent/company with the purpose of delivering an activity or event for the benefit of the staff (existing and previous) of the school, the facilities are offered free of charge on the condition that only staff/students of the school are attending. This provision is on the understanding that the agent/company offers discounted rates to staff and there is no cost to the school. This offer is subject to availability of the premises and the general terms and conditions of the lettings policy.

Staff wishing to use the facilities for the operation of other events/activities for which charges are applied and are available to the wider community will be governed by the standard lettings charges detailed on appendix A.

## APPENDIX B

### APPLICATION TO HIRE SCHOOL PREMISES

## St Augustine's Catholic Primary School, NR8 5AG

Tel: 01603-743317

### PART ONE: ACCOMMODATION REQUIRED

Main Hall ☐ Breakfast Club Room ☐ Group Room ☐

MUGA ☐ Field ☐ MUGA and Field ☐

*Please tick/fill in boxes as appropriate*

Detail any equipment / facilities required regarding ICT: \_\_\_\_\_

\_\_\_\_\_

### PART TWO: HIRER DETAILS (Block Capitals Please)

Name of Group / Organisation: \_\_\_\_\_

Number of people expected on site: (Adults)

under 18's

(State age if under 18)

Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

\_\_\_\_\_

Tel No. (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Day of Hire: \_\_\_\_\_ day From: \_\_\_\_\_ hrs To: \_\_\_\_\_ hrs

Purpose of Hire (if fundraising etc): \_\_\_\_\_

| DATES     | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
|-----------|--------|--------|--------|--------|--------|
| September |        |        |        |        |        |
| October   |        |        |        |        |        |
| November  |        |        |        |        |        |
| December  |        |        |        |        |        |
| January   |        |        |        |        |        |
| February  |        |        |        |        |        |
| March     |        |        |        |        |        |
| April     |        |        |        |        |        |
| May       |        |        |        |        |        |
| June      |        |        |        |        |        |
| July      |        |        |        |        |        |
| August    |        |        |        |        |        |

N.B. Please insert actual dates in each column to avoid confusion. School has limited opening during holiday periods. Please speak to the Head of School if your letting requires out of term time school site opening.

Any non-availability will be advised to the hirer on receipt of this application form or as changes occur.

### **PART THREE: DECLARATION**

I apply for the use of the above accommodation and facilities and if my application is approved I will pay in advance all lettings charges in accordance with the attached schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Ella James, Finance Manager at the above address.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by Rachel Swindell, Head of School. Forms will be signed and a copy returned to hirers with the relevant invoice for payment prior to hire date.**

**St Augustine's Catholic Primary School**

**CONDITIONS OF HIRING**

**SCHOOL PREMISES**

All lettings fees shall be paid in advance by the Hirer. Specific bookings may be made for single lettings or repetitive lettings. Hire can be agreed for a defined length of time with the maximum being one school term and the hire will be reviewed by the Head of School on a termly basis with any changes required communicated with the hirer. A provisional booking may be made and cancelled by the hirer at any time, but once an application to hire has been submitted and invoice raised, the booking cannot be cancelled unless 14 days prior to notice has been given by the hirer where this period of notice has been given the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a specific booking for any reason other than at the hirer's instigation the fee relating to the booking will be fully refunded.

**CHARGES**

All charges are documented in the Lettings Policy.

**USE OF PREMISES**

**School Responsibilities**

For the duration of the lettings period schools will be responsible for ensuring the following provision:

Adequate means of escape in an emergency

Adequate equipment available for use should an emergency situation arise. This should include:

Fire extinguishers, first-aid kit, access to telephone.

Adequate heating, lighting and ventilation. This should include external lighting where required.

Safe equipment and premises. Individual arrangements should detail which equipment should be used and which not.

Assistance available on call to deal with defects to school plant or equipment and ensure premises are secured.

Sufficient information given to hirers on operation of plant, equipment and emergency facilities.

Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.

Caretaker contact number: 07746639998

**HIRER RESPONSIBILITIES**

**No smoking on school premises, whether inside buildings or outside.**

For the duration of the letting period the Hirer will be responsible for ensuring the following:

Adequate supervision is available

Normal and emergency procedures are followed

No school equipment, other than that specified at the time of letting, is used.

Familiarity needed with emergency equipment, such as fire extinguishers, alarms, and telephone and first-aid facilities.

An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.

Facilities and equipment are used in a responsible manner which does not compromise the safety of the users or the premises and equipment. This includes ensuring that:

Alcohol is not consumed

Emergency exits, fire extinguishers, alarm points are not obstructed.

Adequate walkways are available to allow free and easy access and egress.

No gas cylinders or canisters are used inside the premises.

Combustible materials are not placed adjacent to heat sources.

Equipment is used for the purpose for which it was designed.

Flammable and/or hazardous substances are not to be used.

Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.

## **COPYRIGHT**

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertake to indemnify the School against the cost of infringement. The Head of School will require from the hirer the sight of a licence to use sound recordings for any let where music is played. This includes the playing of radios, tapes, CD's and records.

A licence may also be required for the performance of dramatic or musical work.

*(Hirers should be warned that the use of 'home produced' tapes is illegal).*

## **CHARGES FOR SPORTING USE**

The hirer is reminded that the charges for Sporting Use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

### **Costs:**

| Facilities          | Cost of Hire per hour   |
|---------------------|---|
| Main Hall           | £10.00 for parents of child attending the school<br>£15.00 for private hirers |
| Breakfast Club room | £10.00  |



|                                  |   |
|----------------------------------|---|
| Group room                       | £10.00                                  |
| All Weather Pitch (MUGA)         | £15.00                                  |
| School field                     | £10.00                                  |
| MUGA and school field joint hire | £20.00                                  |
| Additional Caretaker costs       | £5.00 if hire is during holiday periods |

## **LIABILITY OF HIRER**

St Augustine's Catholic Primary School shall not be liable for any injury or damage to, or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of negligence from the School. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, the School or others entering the property.