

Holy Family
Catholic Primary School



Lettings Policy

Approved June 2021

Review date June 2023

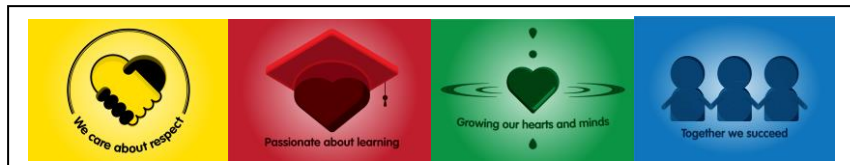


HOLY FAMILY CATHOLIC PRIMARY SCHOOL

LETTINGS POLICY

Mission Statement and School Values

At Holy Family we grow, learn and succeed in the footsteps of Jesus.



Rationale

The primary purpose of the school site and building is for the education of pupils attending Holy Family Catholic Primary School. It is recognised that the school operates within the wider community. Where possible we will make the facilities available to local groups when this does not conflict with the Catholic faith, the interests of the pupils or work of the staff.

Types of Lettings

Single lettings are those where an individual or organisation wishes to hire facilities on a one off basis, these lettings should still be subject to a formal lettings agreement (agreed by the Diocese) and follow the same principles as a continuous letting. Continuous lettings are those that run for a number of weeks or terms.

Letting Agreement

All lettings (even those where no charge is made) must be subject to a letting agreement, this will detail the terms of the letting and must be signed by both the school and the hirer.

Long term lettings will sign the agreed Shrewsbury Diocese lettings agreement. A letting should only be confirmed as accepted when a signed letting agreement is in place. Any amendments to an agreement will require a new agreement form to be signed.

Equal Opportunities

School premises must not be let to any individual, group or organisation that does not subscribe and adhere to the School's Mission Statement and Values.

Legal Use

It is the responsibility of the person letting the premises (hirer) to ensure the premises will not be used for any purpose which may be deemed contrary to English law. The school is a community

building and the hirer will be held responsible for noise levels and guest behaviour which must not offend other users or local residents.

Named Individual

The hirer must provide the school with a named individual who the school can contact in the case of an emergency, this person must be on the premises for the duration of the letting.

Safety

During the period of the letting the hirer's named individual will be responsible for following the conditions of booking (see appropriate section of toolkit), and ensuring the safety of those using the premises. The named individual will have the responsibility for complying with School Health & Safety Policy (copy should be made available on request to hirer) and any other instructions or guidance provided by the Headteacher.

The school will provide the hirer with the name and phone number of school contacts in the case of an emergency. A member of school staff will be responsible for showing the hirer's named individual how to raise the alarm in an emergency, this will include location of appropriate fire exits, fire extinguishers, evacuation and fire collation points.

The school will also have responsibility for organising periodic fire drills. It will be the named individual's responsibility to keep a register of those attending the event/activity, ensure fire exits are not obstructed and that school security is not compromised.

No equipment can be brought on to the site without the prior approval of the Headteacher (or their representative).

Alcohol, smoking and drugs are not acceptable activities within school premises.

Access to the school car park should be limited especially if young children are on site.

Risk Assessments

Where appropriate the hirer will be responsible for undertaking their own risk assessments for specific activities and providing their own first aider.

The school's cooking facilities **must not** be used unless prior permission has been obtained from the Headteacher.

Insurance

The hirer must have their own Public Liability Insurance. Shrewsbury Diocese, Trafford Authority nor the school provide hirers without public liability insurance against personal injury, accident, loss or damage to property unless its prime purpose is of direct financial benefit to the school e.g. PTA

events. It is recommended that Public Liability insurance of £2million is in place for low risk activities (e.g. adult education classes) and £5million for high risk activities (e.g. gymnastic class).

Charges

Charges will be set out in the letting agreement between the school and hirer, the governing body will periodically review these charges, giving the hirer at least one half terms notice of any changes in fees or conditions of hire. Information and advice on calculating charges is contained within the toolkit.

Damage

The hirer will be responsible for the cost of any damage to school premises or equipment, school staff have free access to all parts of the school site during lettings to check hirers are acting in a responsible manner. A security deposit will be required to cover damage and cleaning costs.

Cleaning/Security

Any costs for cleaning or providing building security will be detailed in the letting agreement, where such costs are not identified, responsibility for cleaning and security will be the responsibility of the hirer. School site staff will be responsible for opening and closing the school unless alternative arrangements have been agreed with the Headteacher.

Cancellation & Complaints

The school (via the Headteacher or other appointed representative) has the right to cancel any letting, reasonable notice of cancellation will be given by the school unless the hirer is in breach of the letting agreement, upon which cancellation will take immediate effect. Where the hirer has a complaint the schools standard complaints policy and process will apply, if the school has a complaint about the hirer, in the first instance the Headteacher will raise this with the named person, if the complaint is not resolved it will be escalated to the governing body to decide on the appropriate action for the school to take.

Declaration of Interest

Any members of school staff or governors having connection with a letting must formally declare it. Declarations should be formally minuted at the appropriate meeting.

Below are the current letting rates as of June 2021:

- School Hall - £ 30.00 per hour (minimum 2 hours)
- Cleaning: £ 30 in total for 2 hours (minimum 2 hours)

HOLY FAMILY CATHOLIC PRIMARY SCHOOL



Conditions of Letting

1. **Fees** - Charges for the hire of facilities at the school are:

- School Hall - £ 30.00 per hour (minimum 2 hours)
- Cleaning: £ 30 in total for 2 hours (minimum 2 hours)

2. **Cancellation** - The full fee will be payable if cancellation is less than four weeks before event.

3. **Damage** - The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise. The hirer must ensure they have their own Liability Insurance cover.

4. **Behaviour** - The hirer is responsible for the behaviour of all persons organising or attending the function, and to be liable for any costs incurred by Holy Family Catholic Primary School or any third party that result from any actions of any person organising or attending the function.

5. **Persons Attending** - Only personal guests or members of the private organisation hiring the School facilities may be admitted to a function. Any person attending any function shall do so by way of a ticket paid for prior to the function, or by written invitation issued prior to the function.

7. **Maximum Numbers Attending** - Health and Safety considerations restrict the School Hall to a maximum number of 200 people for any function.

8. **Alcohol and Drinks** - Unless a licence has been applied for and granted, alcohol may not be resold. Alcohol may however be brought by persons attending the function for their personal consumption. The drinks licence must be displayed by the bar area.

9. **Smoking** – Smoking of any kind is not permitted within the School building or school grounds, this includes vapes.

10. **Kitchen** – No equipment (Cooker, oven, knives etc.) in the kitchen may be used. The kitchen can only be used for food preparation and serving. The kitchen surfaces and sink must be cleaned afterwards.

11. **Electrical equipment** – Any equipment that is brought into school for use, e.g. DJ lights, should be PAT tested.

12. **Cancellation** - The School shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed on this booking form is likely to be broken, by any person attending any function or event, or connected with the function or event in any way.

13. **Insurance** - The Hirer should provide their own public liability insurance for all lettings.

14. **After the event** - It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found.

15. **School Staff** - The Hirer shall admit any member of School staff to any function to ensure that the conditions of this booking are complied with.

Holy Family Catholic Primary School

Old Hall Road, Sale Moor, Cheshire M33 2JA

Tel: 0161 962 5397

Email : holyfamily.admin@trafford.gov.uk

Website: www.holyfamilysalemoor.co.uk

Headteacher: Mrs L Davison BA Hons NPQH



Dear

Confirmation of Booking

Thank you for returning the Letting Application Form.

I can confirm that the dates you require are available and I have reserved the hall/school field for you as follows:

Date Required: _____

Time: **From:** _____ **To:** _____

Should you need any additional information please let me know.

Yours sincerely,

Mrs L Davison
Headteacher

Holy Family Catholic Primary School



Lettings Application Form

Letting No:

Note to applicant: Before completing this form, please refer to the attached policy.

PART 1 APPLICATION DETAILS (To be completed by the applicant)			
Accommodation/ Facilities required		Purpose of Hire	
Date required		Time required From -- To	
Name of applicant Telephone no..... Address Name of Organisation I personally agree to be responsible for the fees charged in respect of this letting and will observe the regulations, which I have read. Signature of Applicant Date			
PART 2 APPROVAL DETAILS (Establishment to complete)			
I recommend that this application is: Approved/Not Approved Comments: Signed (on behalf of Governing Body) Date			
PART 3 OFFICE USE ONLY			
Charge for letting:..... Signed Date paid			