

School Lettings Policy

Aims of the policy

The school Governors are committed to developing the provision of general and specialist facilities for use by community organisations and groups, and welcome community groups to St Mary's Catholic Voluntary Academy.

The premises that the school occupies and the facilities within them represent a major resource, not just to the school but also to the local community. This policy allows individuals, clubs, organisations and companies who operate in either a voluntary or commercial capacity to hire the school's premises. This policy outlines the terms and conditions of the 'hire agreement' (contract) and ensures that all hirers are aware of their responsibilities, and the responsibilities of the school, according to the terms and conditions of the policy.

Conditions of Hire

- Bookings will remain provisional until a completed Hire Agreement Form, proof of third party public liability insurance cover (with an indemnity limit of minimum £5 million), plus any other relevant documentation as listed under 'responsibilities of the hirer' is submitted and approved. When cover expires it is the responsibility of the hirer to submit proof of renewal. Failure to provide proof will result in the termination of the contract.
- All organisations that involve children under the age of 18 years must have confirmation that DBS checks are carried out on all staff and volunteers and coaching qualification certificates in place.
Hirers are required to supply DBS certificates for all staff and volunteers who will be supervising children on our site before a hire agreement can be confirmed. If there are any changes to the DBS status of staff and / or volunteers during the hire period it is the responsibility of the hirer to inform the school and provide updated certificates.
- It is the school's decision to accept or refuse an application for hire. Bookings are entirely at the school's discretion.
- St Mary's reserves the right to cancel bookings. In this event as much notice as possible will be given.

Bookings are never cancelled lightly. Bookings may be cancelled due to the following:

- Unexpected health and safety issues
- Adverse weather or ground conditions
- Building/premises works
- Payments in arrears
- Failure to provide third party insurance
- Misuse of the premises

Invoices are generated at the beginning of the month unless alternative arrangements have been made. Cheques should be made payable to "Bishop Wheeler Catholic Academy Trust". Payment of invoices is due within 30 days. Any outstanding amounts will be pursued. Failure to pay may result in the termination of the contract.

- Members of groups must not interfere with or misuse the school's equipment. Equipment authorised for use will be listed on the hire agreement.
- No persons under 18 years of age may make a booking for the use of education premises.
- Groups may only use the premises for the purpose and length of time stated on the hire agreement. Special permission must be requested to extend the length of time required.
- Damage must be reported to the Site Manager Head of School or Office Manager as soon as possible. The school reserves the right to charge the hirer for damage.
- Hirers are expected to leave the facility in the state that they find it.
- St Mary's is a strictly no-smoking site.
- The consumption of alcohol is strictly forbidden unless a licence has been applied for and a copy is produced prior to the booking. A licence contravention of this condition may result in the cancellation of all future bookings.
- The presence of any other illegal substances is strictly prohibited on site.
- No dogs are allowed on the school site with the exception of assistance dogs.
- Vehicles parked on the school site are at the owner's risk. School gates are closed and locked at 18:05 every school day unless prior arrangement has been made. The school's parking bays must not be used by hirer's on a school day. Hirers must ensure that entrance and exit routes are kept clear and that directional signs are followed. During St Mary's academic year, some evenings and weekends will be required for school use in accordance with the school calendar.

Responsibilities of the School

- The Governors will review the terms of this policy and the rates of hire annually.
- All potential hirers will be provided with a copy of this policy and supporting documents regarding calendar dates, evacuation procedures, muster stations, accident reporting procedures and locking up procedures etc.
- Confirmed bookings will be notified to the hirer in writing.

- St Mary's may require a booked facility, in part or whole, unexpectedly during the academic year. If this occurs as much notice as possible will be given. On such occasions we will try to accommodate the group in another area of the school, however this cannot be guaranteed.
- St Mary's will provide facilities of a good standard.
- St Mary's staff will always treat members of the community courteously, will be approachable and helpful at all times.

Responsibilities of the Hirer

- The named person that signs the legal Hire Agreement remains responsible at all times for their booking and charges associated with it.
- The named hirer that has signed the legal Hire Agreement is personally responsible for ensuring that all children/members of their group comply with the conditions of the Hire Agreement.
- The hirer is responsible for the opening up and locking of the premises if they are first in and last out of the premises – securing doors/gates and setting of the alarm.
- Children are NOT permitted in the kitchen.
- The kitchen may be used for the preparation of tea/coffee and cold drinks by a responsible adult. It will be the responsibility of the Hirer to provide the refreshment materials. It is the sole responsibility of the Hirer to ensure that any persons using the kitchens are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice and have a relevant Food Hygiene Certificate where applicable. Particular attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of the letting. Any breakages must be reported immediately in writing and will be subject to an additional charge.
- The group leader must ensure that children are not left unsupervised in the facility.
- Participants will not be insured if they enter the school before the start time of the booking.
- Parents should be advised that school staff are not responsible for the welfare of their children. The group leader is responsible for them.
- Should the school have to cancel a letting at short notice, it is the hirer's responsibility to ensure that all relevant persons are informed. The school will not be responsible for any children that arrive for a session that has been cancelled or where the responsible adult does not arrive on time.
- All hirers shall familiarise themselves with notices and procedures relating to health, safety and fire precautions. It is the hirer's responsibility to ensure that they are aware of action to take in the event of a fire/emergency.
- It is the responsibility of the hirer to ensure that all accidents and near misses are reported to the school in accordance with their procedures. The hirer must ensure that all users are aware of the duty to report accidents.

- All hirers should ensure that access to and from the premises are suitable for their use and safe for their users/staff. Areas accessed during the letting should also be checked to ensure safe use.
- During your period of hire you must take all reasonable steps to maintain order and ensure there are no activities undertaken which are against the law or the conditions of hire contained in this document.
- The school reserve the right to refuse a letting if there is a possibility of public disorder, or if it is contrary to the ethos of the school.
- You must leave the premises clean and tidy after each hiring, it should be returned to an 'as found' condition. If not, we will arrange for it to be cleaned at your expense. Litter bins are situated throughout the school and its grounds and we ask that they are used appropriately.
- Any damage to the premises, furniture or equipment during the hiring must be reported to the Site Manager, Head of School or Office Manager as soon as is practically possible. It will have to be made good immediately, or paid for to our satisfaction.
- All groups should have a Health and Safety Policy or plan in place. Of particular importance are first aid and emergency procedures, evacuation procedures and risk assessment. Please note the school is not required to have first aid trained staff on site during a letting. You must provide your own emergency first aid procedures and equipment as the schools will not be made available to you.