



**DIOCESE OF CHICHESTER
ACADEMY TRUST**

Lettings Policy

Date Agreed: March 2023

Review Date: March 2024

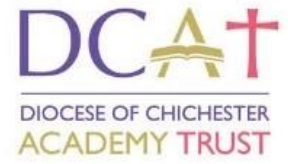
St Joseph's Infant School

Revision No.	Date Issued	Prepared By	Approved	Comments
2	March 2023	MF		

Academy	St Joseph's CE Junior and Infant School
Governors ratified date	March 2023



<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	





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General

The Local Governing Body recognises the position of the school in the local community and that encouragement should be given to the use of school by outside organisations. In recognition of this, the following internal regulations are applicable: -

No Smoking

The school has a no smoking policy across the school site. This includes e-cigarettes.

Access

Access to the school premises during out of school hours is via the main School entrance only.

Parking

Hirers and participants must only park in the designated areas to ensure emergency vehicles have access at all times. Parking is at owners' risk.



Evacuation Procedures

The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and firefighting equipment which shall be in the charge of some suitable person specially nominated for the purpose. They will ensure that the appliances and equipment are always available for use. Hirers should ensure that users of the school premises should be made aware of fire procedures.

Application Form

All hirers will complete the appropriate Lettings application form; both this and the Scale of Charges are obtainable from the School Business Manager. Day to day approval of requests for hire will be the responsibility of the School Business Manager after reference to the Headteacher.

Bookings

All requests for hire will be logged in the diary and forwarded to the Site Manager for information. Payment will be required in advance for 'one off' lettings, where the hirer is not known to the school, or as deemed appropriate by the Headteacher. In other instances it may be appropriate to require a deposit to be paid. All such deposits will be banked immediately, and where a deposit is subsequently required to be returned to the hirer, then refund should be made.

Payments

Where payment in advance is not appropriate, an invoice will be issued - see Appendix C. The School Business Manager is responsible for issuing invoices. **No third-party cheques will be accepted in payment of invoices.** The Headteacher shall periodically ensure (every term) that all invoices are properly accounted for, and that all monies due to the school have been collected.

Debt Management

The following timetable shall apply where payment is not received: -
(4 weeks credit)

- 2 weeks after original invoice issued - 1st reminder letter.
- 1 week after 1st reminder letter - 2nd reminder letter
- 1 week after 2nd reminder letter - referral to Headteacher
- 2 weeks after 2nd reminder letter – referral to DCAT



Conditions

1. Applications for the use of school premises must be made to the Headteacher. School and PTFA functions will take priority over any applications. The person signing the application will be deemed to be the Hirer and must accept responsibility for ensuring compliance with these conditions. THE HIRER MUST COMPLY WITH THE LAW OF THE LAND.
2. Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required. Payment will be in advance, at the time when letting is confirmed. If there is damage, or the need for caretakers/cleaners to work longer than expected after the letting, the Hirers will pay any subsequent account sent to them.
3. The school reserve the right to cancel any letting giving 14 days' notice if the accommodation is required by the school, reimbursing the hiring fee.
4. Any intention on the part of the Hirer to cancel a letting must be notified to the Headteacher at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, no reimbursement of the hiring fee will be made, and if preparatory works have already been undertaken, the Hirer will bear the actual costs incurred.
5. The School is normally expected to prepare for lettings, and the hirer is responsible for leaving the hired area in a clean and tidy condition. The Caretaker will then do any other necessary cleaning afterwards, and where the school require, to be in attendance throughout the course of the letting. If the above conditions are not met, the Hirer will be charged £20 for the necessary cleaning which will appear on the invoice.
6. No structural alterations to school premises, fixtures or fittings or the use of the school display boards will be permitted. The hirer is responsible for providing their own display equipment if required, subject to discussion and agreement with the Headteacher.
 - a. The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Head that the arrangements being made are in accordance with the Health & Safety regulations.



- b. The Hirer or their accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment, resulting from the let. Every precaution must be taken to avoid such damage and the Hirer will be required to meet the cost of making good any damage, however caused.
7. Hirers are responsible for arranging their own insurance for:
 - a. personal accident;
 - b. third party claims;
 - c. any loss or damage to the school grounds, playing fields, buildings,
 - i. fittings, fixtures, furniture, and equipment resulting from the letting, ii. and must indemnify the school against any claim.
8. Hirers are required to have public liability insurance with an indemnity limit of £10,000,000. **Public liability has been arranged by the school and this is reflected in the hire charges. Public liability only covers items A and B above and any damage to the school grounds etc., is the responsibility of the hirer. The hirers insurance policy, where applicable, to be made available.**
9. If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the Headteacher in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.
10. Footwear which is likely to cause damage to school floors must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.
11. Members of the public must not be admitted to the school premises after 10.00p.m.
12. Alcoholic liquor must not be sold or consumed on the school premises.
13. School premises must be left clean and tidy after use all rubbish must be removed.
14. Suitable indoor equipment must be used. The Headteacher has the right to prohibit the use of any equipment she deems unsuitable for use indoors.
15. The hirer must adhere to the locally agreed no smoking policy.



Additional conditions governing the letting of school playing fields and playgrounds.

1. It is the responsibility of the Hirer to ascertain the fitness and suitability of the ground, and to make the final decision as to whether the ground may be used, before the letting takes place. In the event of the ground being deemed unfit for use immediately before a letting is due to take place, (and this decision being agreed by the school), any letting charge already paid will be refunded and any account due will be cancelled, less any costs incurred.
2. Hirers are responsible for ensuring that everyone taking part in lettings involved in the school playing fields and playgrounds, and all spectators, are properly and adequately supervised in accordance with the relevant Health & Safety Regulations.
3. Persons not connected with the letting must not be admitted.
4. Stakes or the like must not be driven into the ground unless the school has specifically given permission.
5. Vehicles must not be driven over or parked upon the playing field or parked upon playgrounds unless permission has been specifically given by the school.
6. Bonfires must not be lit unless permission has been specifically given.
7. Animals must not be allowed on the playing field or within the school grounds.
8. No marking out of pitches may be done except by the authorised ground staff unless permission has been specifically given.
9. Playgrounds and playing fields must be left in a clean and tidy condition after use & all rubbish removed from the site.
10. Any loudspeakers must not cause nuisance to other users of the school premises or occupants of neighbouring properties.
11. Spiked boots/shoes must not be worn on any synthetic playing surface.



12. The Headteacher must be consulted in advance if there is any doubt about the interpretation of the above conditions.

Fire Precautions

1. The Hirer, or a responsible person nominated by him in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public. There shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties that will prevent him from exercising general supervision of the premises.
2. THE HIRER SHALL ASCERTAIN AND COMPLY WITH ANY SPECIAL FIRE PRECAUTION REQUIREMENTS CONTAINED IN MUSIC, SINGING AND DANCE, THEATRES OR ANY OTHER LICENCES APPROPRIATE TO HIS INTENDED USE OF THE PREMISES. (See attached regulations)
3. All gangways, corridors, staircases, and external passageways intended for exit shall be kept entirely free from obstruction.
4. All exit doors shall be available for exit during the whole time that the public are on the premises and shall be opened at the end of the function for the use of the persons present at function.
5. Doors and openings, other than exits, in sight of the audience, which lead to areas of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to areas of the premises not accessible by the public shall have notices placed over them indicating 'No Thoroughfare.'
6. Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
7. Temporary electrical installations which are necessary for any particular function must comply with the following conditions:-
 - (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:



- i. The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
- ii. The British Standard Specification and Code of Practice;
- iii. The Electricity Supply Regulations;

and shall only be installed by a qualified electrician.

No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.

- (b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which can normally develop under fault conditions.

All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of Property Services.

- (c) All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.
 - (d) All temporary installations, which have been installed, shall be disconnected from the permanent installation immediately after the occasion for which they have been used.
 - (e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.
8. The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and firefighting equipment, which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of staff performances and exhibitions the local Fire Officer shall be consulted as to whether any special firefighting equipment should be provided.
 9. After the let thorough checks should be made by the Hirer to ensure any doors or windows that have been opened during the let have been closed. All rubbish or other



10. property belonging to the Hirer and participants of the let must be cleared from the school premises.

11. If there is any doubt about the application of any of the above conditions, the advice of the Headteacher of the School should be sought.

Failure to comply with the terms of the Lettings Policy may result in the termination of this agreement or seeking appropriate redress.

Scale of Charges – with effect from March 2023

USE OF ACADEMY PREMISES

HIRE CHARGES

Hirer	Hall Per Hour	Additional Rooms (classrooms) Per Hour
Community Use	£20.00	£12.00
Commercial Use	£32.00	£22.00
Educational/Staff Use	£18.00	£10.00
Church Use	£17.00	£10.00

Community use Non-profit making organisations e.g. Scouts, Cubs, Blood Donor sessions, Clubs

Commercial use Profit-making lets

Educational use In-house users and other educational establishments hire

Hire of Playing Field - £22.00 per hour