



Lettings Policy and Procedures for School Halls and Grounds

Approved by:	Full Governing Board
Last reviewed on:	November 2021
Next review due by:	November 2022

Background

St Joseph's is blessed to have three well-proportioned halls (juniors, infants and the garden hall) as well as a reasonably-sized sports field, which can be let out on a consistent basis to acceptable users to generate income for our school.

We also have 8 classrooms in the Juniors, 6 classrooms in Infants and the library and middle areas which can be let out for teaching and learning hire.

This policy records our procedures and processes for letting out of these facilities.

Ethos

All hire must be consistent with our school's ethos. Priority will be given to school or educational use, or to groups with a connection to the school or to our community. The entire school site is a smoke free zone. NO excisable liquor shall be sold or supplied in any event. The school reserves the right to refuse without explanation any application for hire and to cancel the hiring at any time without written notice.

As a minimum, prospective hirers must meet with the School Business Manager and another member of the SLT or one of the Board of Governors. We can consult with our local parishes (Virgo Fidelis, St Margaret Clitherow or St Matthews) or our Diocesan representative on the Board of Governors if needed. Where appropriate, references can be taken from the hirer's employer(s) or other venues which they have used before. These must be documented and kept on file. A checklist of required checks and documents is attached to this policy as Appendix A.

Lettings Agreement

All hirers must sign and agree to be bound by the terms and conditions of our standard from lettings agreement which is based on the template provided by the Diocese of Southwark. A copy is attached to this policy as Appendix B.

The school must sight and retain a copy of the user's ID (this could be a passport, drivers licence or other Government issued identity document) and also recent proof of address (a utility bill or bank statement) and file this together with the signed agreement.

Access

A member of staff must be responsible for opening and closing the school. This can be delegated to the cleaning company who have public liability insurance. Keys and/or passcodes shall not be handed over to users without the express permission of the School Business Manager or the Headteacher.

If a fob or key is lent out to a user, they must sign for it and agree to pay a £35 per fob replacement charge in the event of losing or damaging each fob or key.

The School Business Manager and/or Site Team and hirer will inspect the condition of the area to be hired before and after the function has taken place on the day of the hiring.

Safeguarding

Where the user is hiring our facilities and they will be working with children or will have children on site on a long-term basis, they must have a safeguarding policy. This must be shared with the school for review and approval beforehand.

Health and Safety

Each hirer must carry out their own risk assessment, to the satisfaction of the school, and this should be kept on file. The hirer must comply with the prevailing Government guidance on use of community spaces or places of religious worship (if the school is being used for religious gatherings), including any and all requirements to social distancing, hand washing/sanitisation, face coverings, test and trace, reporting and isolation procedures etc.

Booking Process

All requests for use of the hall or other parts of the school premises must be lodged via the School Business Manager. The school online calendar (one for each of the three halls and one for the grounds) should be updated so that venues are not double-booked and there are no clashes with school activities.

A meeting with the School Business Manager will be arranged to review the facilities available, discuss the conditions of hire and agree the charges. Hirers must clearly state the maximum number of people expected and the school reserves the right to limit the number of people admitted dependent on the type and size of the accommodation hired and the requirements of the school's insurance policy.

Charges

For simplicity, the **long-term** rate for rental of all our facilities is a rate of **£37.50** per hour, per venue, subject to a minimum of three hours rental. This rate may from time to time be adjusted to reflect changes in the market. We define long-term as a regular or frequent hire (e.g. weekly, monthly). One-off hires, for example, birthday parties or memorials / celebrations are charged at **£50.00** per hour.

Set-up and take-down/clean-up time must be included when calculating the rental period, e.g. if a hirer needs access from 0900 hour for an event starting at 1000 hours which lasts until 1200 hours and they require until 1300 hours to clean-up, the total hire period is 4 hours and the charge is therefore 4 x £37.50 = £150.

While hirers are required to clean up the venue after their use, in order to be COVID-secure, we require the venue to be professionally cleaned by our cleaners afterwards. Hirers must therefore pay the cleaning charge of **£20** per hour to cover this. The total cleaning time will vary based on the area to be cleaned but this will be agreed with the Hirer beforehand.

If opening up and closing up will be required by the cleaning company, such as a weekend let, a charge of **£20** per day will also be applied.

Where users want to hire the venue for a whole day or an extended period, the School Business Manager and Headteacher have discretion to vary the rate. We note that some users have a long-term relationship with the school and what they offer assists our community. This can be taken into consideration when we assess their rates and whether discounts can be applied, but as a rule, all use of facilities must be paid for.

We require all users to pay the hire charge in full, at least two weeks in advance by BACS, in order to secure the booking. If the booking is cancelled before the event, the school shall be entitled to retain 25% of the fee to cover administration charges and processing of any refund.

In addition, a refundable **£200** cash deposit must also be paid to cover any damages, additional cleaning, failure to return keys or access fobs etc. that may be required. The cash deposit will be withheld for a period of ten working days following use of the school premises and returned subject to any required deductions.

Use of school kitchen is not normally part of a letting but the School Business Manager and Headteacher have the authority to include it after discussion with the prospective user and the cook(s) for an additional charge of **£100**. The school kitchen's supplies are not included in the hire and if the hirer is bringing their own ingredients, this must be kept separate and completely removed at the end of the hire. In this situation, a professional clean of the kitchen must be paid for and will be part of the overall calculation of cleaning charges as detailed above.

Should there be a confirmed case of COVID (or other infectious disease) on premises from a person brought in by the Hirer, we will have to complete a deep clean and disinfection, at the Hirer's expense. This will be based on the cleaning company's charges plus a **£50** admin charge.

Insurance

The hirer must take out public liability insurance as part of their booking agreement. This must be for at least £2 million and be written in the hirer's or the hiring organisation's name. St Joseph's must retain a copy of the certificate of insurance. If the hirer does not have their own public liability insurance, they can be brought under the school's policy for a charge, calculated as 12.5% of the lettings fee.