



Lettings Policy and Procedures for School Halls and Grounds

Approved by:	Full Governing Board
Last reviewed on:	November 2024
Next review due by:	November 2025

Objectives

The governors recognise that:

- The school premises represent a significant capital investment and should be fully utilised;
- The school premises is a valuable community resource;
- Educational usage constitutes a natural priority;
- Profit margin is an important consideration when derived from commercial usage but is not always the objective when facilitating educational activities by designated users.

Priority Users

The governors have adopted the following category of priority user:

- (i) Statutory users
- (ii) Designated users
- (iii) Private users

The Governing Body have reserved the right to determine some organisations designated status. These will usually be non-profit making organisations that create extra-curricular opportunities for the wider school community e.g. scouts/guides or after school provision.

Scale of Charges

On arriving at their scale of charges, the governors have followed the following principles:

- Statutory users will be charged an amount commensurate with cost recovery and an element of income margin for the school;
- Designated users may receive a discount (up to 25%);
- Private users will be charged an amount commensurate with cost recovery plus an income margin for the school

Every effort will be made to achieve parity of treatment for similar users.

Conditions of hire

The governing body recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire and determine which group any particular organisation or organisation belongs to from at least two of the following persons:

- Executive Headteacher
- Deputy/Assistant Headteacher
- School Business Manager

St Joseph's has 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 have 8 classrooms in the Juniors, 6 classrooms in Infants and the library and middle areas which can be let out.

We do not hire the school for one off social event, such as birthday parties.

This policy records our procedures and processes for letting out of these facilities. This policy will be reviewed and updated at least annually and the hire charges for the forthcoming year will be agreed.

Ethos

All hires 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. 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.

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

The school will be opened/closed by a designated school employee or approved contractor. Keys and/or passcodes shall not be handed over to users without the express permission of the Executive 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.

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).

Booking Process

All requests for use of the hall or other parts of the school premises must be requested using the booking form. The Premises Manager will meet with the hirer 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

Please see appendix 1

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).

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 $4 \times £37.50 = £150$.

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.

General conditions

The hirer must clean the area at the end of the session, ensuring that the area is left clean and tidy and all rubbish removed from the school site. A cleaning charge of £100 will be deducted from the deposit if the area is not left clean and tidy. The Premises team will inspect the area(s) hired before and after the hire has taken place.

Where users want to hire the venue for a whole day or an extended period, the School Business Manager and Executive 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 upon receipt of an invoice. 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 the last 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 Executive Headteacher have the authority to include it after discussion with the prospective user and the cook(s) for an additional charge. 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.

The school reserves the right to refuse without explanation any application and to cancel the hiring at any time without written notice.

The hire of the hall does not entitle the hirer to use or enter the premises at any time other than the specific hours as per the booking form unless prior arrangements have been made with the School Business Manager or Executive Headteacher.

The hirer shall not sub-let the hall or any part thereof.

The hirer is responsible for all damage to the hall and (adjacent premises) and to any furnishings, fixtures and fitting in the hall and adjacent premises, occurring during the period of the hiring or while persons are entering or leaving the hall pursuant to the hire, however and by whomsoever caused.

The School shall not be responsible for any loss of or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the hall during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the owner against any claim which may arise out of the hiring or which may be made by any person resorting to the hall during the hiring in respect of any such loss, damage or injury.

The right of entry to the premises is reserved to the School and any other agent of the owner and any police officer at any time during the hiring.

The hirer shall be responsible that good order is kept in the premises during the hiring and the school may, if they think fit, charge the hirer for any extra expense incurred for engaging emergency services to preserve order prior to, during or after any entertainment or meeting in the school.

The School reserves the right to put a stop to any entertainment or meeting not properly conducted, refuse entry to any person and insist on the ejection of any person who is acting in a disorderly fashion

Appendix 1 – Charges

Letting Charges from January 2024

Area	Cost
Classroom	£37.50 per hour
Hall	£37.50 per hour
Garden Hall and small kitchen	£37.50 per hour
Kitchen – main schools	£30.00 per hour
Playing field	£30.00 per hour

Appendix 2 – Booking Form



Hirer Details and Purpose of Letting

	Answer
Hirer Name (if a company, include company number)	
Phone number	
Email Address	
Correspondence Address	
Date(s) of Letting (start date and end date)	
Times Required (start to finish, including setup, cleaning and take down time)	
Purpose of Letting	
Number of people using the premises	
Area of school to be let	
Do you have any links with the school?	
Do you require use of the kitchen?	
Other comments/requests	