



La Retraite Roman Catholic Girls' School Lettings Policy

1. Aim

Our Mission as a Catholic school is to provide the highest possible standards of education for all our students, recognising the value and uniqueness of everyone, delivered in the context of Gospel values and the teachings of the Church. We aim to provide a safe place, where each and every student is nurtured to become capable, independent learners and tolerant, kind, thoughtful and responsible young people, who realise that with Faith, all things are possible.

*To act justly,
To love mercy,
And to walk humbly with God*
Micah

2. Purpose

The Governing Board regards the school buildings and our grounds as a community and commercial asset and will make every reasonable effort to enable them to be used as much as possible. The purpose of this policy is to ensure a fair and transparent process of hire is in place for all those that use our facilities.

3. Responsibilities

- 3.1 The Governing Board has delegated full responsibility for the management of facilities hire to the Director of Learning, Business & Operations.
- 3.2 The Governing Board will ensure that educational and other statutory requirements for the use of the school premises will take precedence over all other uses.

4. Applications

- 4.1 The hirer would be expected to make an initial visit to the school in order to ascertain its suitability and to discuss dates and arrangements with the Lettings Manager prior to submitting an application.
- 4.2 The hirer must complete the form 'Lettings Application' form (Appendix A)
The hirer will be given a 'Conditions of Hire form' (Appendix B)
The school has the right to refuse an application for a letting.
- 4.3 All hirers must sign the 'Agreement for the hire of facilities' Form (Appendix C) if agreement is given by the school.
- 4.4 At least 14 days' notice is usually required by the Lettings Manager for a new hire of any available school premises. However if reasonable, exceptions can be made where possible.
- 4.5 The school will not let its facilities to any hirer who requires a Public Entertainment Licence.
- 4.6 The school will not let its facilities in general to any hirer during the following periods:
Before 8.30 a.m. or after 11.00 p.m. on Mondays to Fridays during term time
Hiring of sports facilities by other educational establishments during the school day will be considered if these times are not needed by the school.
Outside the hours of 8.00 a.m. – 11.00 p.m. on Saturdays or from 10.00 a.m. – 8.00 p.m.
Sundays, hirers who wish to extend the hours of use for a specific function may only do so with the agreement of the Lettings Manager in advance.
Any lettings during the school holidays (including Bank Holidays) will be arranged on an individual basis with the Lettings Manager.

- 4.7 The school will not hire its facilities for the use of any political events or gathering or any other activity with a political theme.
- 4.8 The school will not allow its name to be linked for advertising of any religious activities that take place on the school premises, unless they are catholic in nature. Failure to comply with this could lead to the hire being terminated by the school.
- 4.9 The hirer must agree to follow all instructions given by any member of the Lettings team.
- 4.10 No verbal or physical abuse will be tolerated by any hirer towards the Lettings team.

5. Statutory Requirements

- 5.1 The hirer must ensure that the person(s) responsible for the letting is/are familiar with the emergency procedures and have due regard for their general responsibilities for the health, welfare and safety of the public during the letting.
- 5.2 Alcohol may not be sold on the premises by the hirer
- 5.3 Lettings are made on the understanding that the Governing Board are indemnified by the hirer against any loss, damage or accidents during the use of the school premises by the hirer except where such loss, damage or accident is directly attributable to the negligence of the Governing Board or any member of the staff of the school.
- 5.4 The hirer must produce a valid certificate for Public Liability insurance cover for at least £1,000,000 from their insurance company for any sporting event.
- 5.5 The Governing Board will have immediate power to terminate any agreement relating to the hire of the school if it is considered that the hirers have in any way damaged the buildings, fittings, fixture or furniture, or have subjected them to undue wear and tear or are in any way guilty of a breach of these regulations. Such termination will not release the hirer from any obligations or affect any right or remedy the Governing Board may have.
- 5.6 The Governing Board have the right to refuse any application for the hire of the school premises.
- 5.7 The Governing Board accept no responsibility for loss, theft or damage of/to any goods, materials, clothing etc. brought into or left on the school premises.
- 5.8 Hirers who park on the school premises do so at their own risk. Access by emergency vehicles must not be obstructed or delayed. Users must avoid undue noise on arrival and departure. Hirers must consider that any building works may restrict/prevent parking on the site.
- 5.9 Organisations and individuals working with children must provide written assurances to the school that all members of their leadership are known to be suitable persons, in line with the Home Office publication of September 1993 "Safe from Harm". If the hire takes place during the school day i.e. from 8.00 to 6.00 pm each day during term-time, then the hirer must provide DBS clearance details and photo ID of each adult party member to be added to the school's Single Central Record. Failure to disclose and produce DBS information when requested will result in termination of the hire.

6. Charges

- 6.1 Charges for standard hire are made in accordance the rates agreed by the Governing Board.
- 6.2 The Lettings Manager, when requested, will provide a quote for functions based on individual requirements.
- 6.3 The Lettings Manager will invoice the Hirer within 14 days of the letting taking place for regular long term users. One off events will require payment before date of hire. Function hire will require a 20% administration charge non-refundable deposit to secure the booking. The balance to be paid 4 weeks before the function date.
- 6.4 The hirer must pay their account within 7 days of receipt of an invoice issued, otherwise additional administrative costs may be incurred.
- 6.5 VAT will be charged where appropriate in accordance with regulations from HMRC.

7. Fire Precautions

- 7.1 The hirer is responsible for ensuring that fire and other safety precautions are properly implemented and observed.
- 7.2 All exits in the vicinity of the area in use must be easily openable from the inside.
- 7.3 Corridor lights and staircase lighting leading to terminal exits from areas in use should be left on until all persons have left the building.
- 7.4 If the hirer is unfamiliar with the geography of the building, they should ensure that they are aware of the exit routes from the areas in use.
- 7.5 Hirers should ascertain the location for the fire alarm system and how to operate it. In the case of an emergency in the building, the fire alarm system should be operated and hirers should ensure that the building is evacuated immediately by the nearest and most direct exit.
- 7.6 Hirers must notify the Lettings Manager if any potential fire hazards are being introduced to the School, such as paint sprays etc.
- 7.7 No unauthorised heating appliances shall be used on the premises. All electrical equipment brought onto the site shall comply with the Electricity at Work Regulations 1989; it is the hirer's responsibility to ensure that the equipment is tested in accordance with the Portable Appliance Testing regulations.
- 7.8 It is the hirer's responsibility to ensure that that an accurate tally of the numbers each letting activity is kept in the event of a fire drill or emergency. Before a hire can proceed, an induction will be completed with a member of the school staff present.

8. Restrictions

- 8.1 The Chapel is limited to 250 people
- 8.2 No records, tapes or discs may be played without a licence from Phonogrammic Performance Limited.
- 8.3 The Dance and Drama studio are not available for before 4.00 p.m. (except during holiday periods).
- 8.4 The Multi-Purpose Sports pitch is not available for hire before 4.30 p.m. (except during holiday periods) unless hired by another school or other educational establishment
- 8.4 The Sports Hall is not available for letting before 4.30 p.m. (except during holiday periods) unless hired by another school or educational establishment. Parents of outside hirers are not allowed on site before 6 pm during the school week for safeguarding reasons.
- 8.5 When the Sports Hall is hired, the Hirer must:
 - Produce certificates to show that insurance exists for:
 - a) damage to the premises and school's equipment
 - b) injury to participants
 - c) third party liability

The school will:

- provide heavy equipment that it has available
- provide both male and female changing and lavatory facilities. If more than one group is using the sports facilities the changing rooms may have to be shared



La Retraite RC School Lettings Application

| | |
|--|--|
| Name of group or organisation | |
| Name of applicant | |
| Address | |
| Telephone /Mobile | |
| Email | |
| Accommodation & Facilities required | |
| Purpose of activity | |
| Date of single letting | |
| Hourly rate | |
| Dates of multiple lettings | |
| Hourly rate | |
| Have you insurance to cover the event? (please specify) | |

I confirm that the information given in this form is correct and I will agree to accept the terms of conditions outlined in the conditions of letting agreement.

Signature of Hirer: _____

Date: _____

Signature of Lettings Manager: _____

Date: _____



Conditions for hire

1. All lettings will be conditional on the hirer leaving the premises in the state s/he found them. The hirer must indemnify the school for the cost of all necessary cleaning and any damage to the premises and equipment used – see paragraph 5 below.
2. Any instruction by a member of school staff present on site during the hiring must be followed. No verbal or physical abuse will be tolerated
3. Lettings are made on the understanding that the school is indemnified by the Hirer against any loss, damage or accidents during the use of the school premises by the Hirer except where such loss, damage or accident is directly attributable to the negligence of the school or any of its staff members.
4. The hirer must produce a valid certificate for Public Liability insurance cover for at least £1,000,000 from a reputable insurance company.
5. Any hirer working with children must provide written assurances to the school that all members of their leadership are known to be suitable persons, in line with the Home Office publication of September 1993 “Safe from Harm”. If the hire takes place during the school day i.e. from 8.00 to 6.00 pm each day during term-time, then the hirer must provide DBS clearance details and photo ID of each adult party member to be added to the school’s Single Central Record. Failure to disclose and produce DBS information when requested will result in termination of the hire.
6. The school will have immediate power to terminate any agreement relating to the hire of the school if it is considered that the Hirers have in any way damaged the buildings, fittings, fixture or furniture, or have subjected them to undue wear and tear or are in any way guilty of a breach of these regulations. Such termination will not release the Hirer from any obligations or affect any right or remedy the school may have.
7. The hirer shall ensure that the noise level of any function does not interfere with any other activity on the site and does not cause inconvenience to the school’s neighbours. Alcohol may not be sold on the premises by the hirer.
8. Behaviour or language deemed to be inappropriate may result in the cancellation of a booking. The school reserves the right to investigate any incidents deemed to be serious in nature or where complaints have been received. Facility users must adhere to Facility hire conditions/rules at all times. Repeated failure to observe these conditions will result in the withdrawal of the booking. In these circumstances any charges already paid will be forfeited.
9. Any public events must pay a fee to the Performing Rights Society if any music is played. The school holds a Phonogram Performance Licence allowing for records, tapes or discs to be played on the premises.
10. The school will not allow its name to be linked for advertising of any religious activities that take place on the school premises, unless they are catholic in nature. Failure to comply with this could lead to the hire being terminated by the school

Safety

11. It is the responsibility of the hirer to ensure that, if appropriate, safeguarding issues are addressed and that all staff are checked in accordance with current safeguarding requirements.
12. The hirer must be familiar with the emergency procedures and have due regard for their general responsibilities for the health, welfare and safety of those participants in their activities using the premises. Fire-fighting apparatus must be kept in its proper place and use only for its intended purpose. The Fire Brigade must be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the School Business Manager in writing.
13. The hirer must complete an Accident Report form which is located in the Lettings Office in respect of any accident occurring during a letting. This will be reported to the Lettings Manager who will authorise any accident investigation and take any necessary action.
14. There will be no car-parking on site during the school week until 6pm unless this has been arranged in advance with the agreement of the Lettings Manager. Access by emergency vehicles should not be obstructed or delayed. All hirers' bicycles must be kept in the bike shelter and cannot be brought beyond the Lettings entrance.
15. Parents of outside hirers are not allowed on site before 6pm during the school week for safeguarding reasons. All hirers will enter/drop of via the Lettings Entrance located in the Car Park
16. Hirers who park on the school premises do so at their own risk. The school accepts no responsibility for loss, theft or damage of/to any goods, materials, clothing etc. brought into or left on the school premises.
17. No unauthorised heating appliances shall be used on the premises. All electrical equipment brought onto the site shall comply with the Electricity at Work Regulations 1989; it is the hirer's responsibility to ensure that the equipment is tested in accordance with the Portable Appliance Testing regulations.
18. The Hirer will not use any interactive whiteboards or computers in classrooms without prior agreement of the school.
19. The hirer must:
 - provide first aid equipment suitable for the activity
 - provide a mobile phone for use in emergencies

Charges & Payment

20. VAT will be charged where appropriate in accordance with the regulations from HMRC
21. The school only accepts BACS transfers for invoice payments.
22. New hirers will be invoiced for the first 6 weeks of hire if it is a long-term booking.
23. Hire charges will be sent in advance of each months hire. Payment will be made for the hire of facilities in accordance with invoices sent by the school ensuring that the **7** day payment terms are met before the hire commences, otherwise additional administrative costs may be incurred.

24. The hirer will be charged for all pre-booked sessions. A refund for the non-use of the premises will only be issued if the school is at fault. Any costs incurred by the school for a specific hire that is subsequently cancelled by the hirer, will be passed on to them.



AGREEMENT FOR HIRE OF THE FACILITIES

HIRER: _____

FACILITIES HIRED: _____

DATES/PERIODS OF HIRE: _____

AGREED COST OF HIRE: _____

I/We have read and understand the school's Lettings Policy

I/We have read and agree to the Conditions of hiring the school premises

I/We have the necessary Public Liability Insurance to cover those persons under our responsibility (applies to sport & activity lettings)

I/We have attended & understood the statutory health & safety induction (including fire safety) provided by the School

I/we have provided assurance/or produced the DBS documentation to the school that all members of our leadership are known to be suitable persons, in line with the Home Office publication of September 1993 "Safe from Harm".

Name of Hirer: _____

Signature: _____ Date _____

Signature of Lettings Manager: _____ Date _____

Letting Charges from April 2018

Prices start from

| Location | Cost + VAT | Discount rate of 10 bookings (separate) |
|-----------------------------|-------------------|--|
| Sports hall | £70 per hour | £55 – No VAT |
| Sports hall - Function hire | £200 per hour | |
| Multi-Purpose sports pitch | £115 per hour | £100 – No VAT |
| Netball court | £40 per hour | £40 – No VAT |
| Dance Studio | £35 per hour | £30 – No VAT |
| Drama Studio | £35 per hour | £30 – No VAT |
| Classrooms | £30 per hour | |
| ICT suite | £35 per hour | |
| Music Classroom | £30 per hour | |
| Music rehearsal rooms | £20 per hour | |
| Dining Hall (Large) | £80 per hour | |
| Dining Hall (Small) | £60 per hour | |
| Chapel | £85 per hour | |

The rate of hire for the Multi-Purpose sport pitch will be £30.00 for Community groups

The Lettings Manager may alter these at his/her discretion on an individual case where appropriate with agreement from the Director of Learning, Business & Operations.