

St Alban's Catholic High School



Lettings Policy & Conditions of Hire

Approved by Infrastructure Committee on: 17 June 2021

Recommission: June 2022

Hire Charges from September 2021

	Occasional User Charge (Per hour)	Regular User Charge (Per hour)	Regular User Charge Additional hour
Football Pitches (Per Game)	£30	£28	N/A
Sports Hall (Whole)	£40	£38	£30
Sports Hall (1/2)	£25	£22	£17
Netball Pitches Indoor	£40	£38	£30
Main Hall (Maximum Capacity 300)	£40	£38	£30
Classrooms (Including A9)	£18	£17	£14
A1 Hall (Maximum Capacity 100)	£22	£21	£17
Badminton Court	£10	£10	£8

All day, Individual and weekend bookings are available for regular and occasional users.

Please contact us for a bespoke quote.

We are open for hire as normal over school holidays except at Christmas and Bank Holidays when times may vary.

Term Dates 2021/2022

Autumn Term 2021	
Term Begins	2 nd September
Term Ends	17 th December
Half-term Holiday	25 th – 29 th October
Confirmed Staff Training Days	1 st September 22 nd November

Spring Term 2022	
Term Begins	5 th January
Term Ends	8 th April
Half-term Holiday	21 st – 25 th February
Confirmed Staff Training Days	4 th January 18 th February

Summer Term 2022	
Term Begins	25 th April
Term Ends	20 th July
Half-term Holiday	30 th May – 3 rd June
Bank Holiday	2 nd May
Confirmed Staff Training Days	21 st July

Lettings Policy

Introduction

Prior to the letting taking place, this document and the School's Policy for Health and Safety should be provided to the hirer who must sign to confirm that they have read and accepted these terms and conditions.

Definitions

Hirer	The person or organisation entering into the contract with the Academy
User	Those people making use of the premises hired under a letting agreement between the Academy and the hirer
Steward	Person or persons 'supervising' or organising the users

General Conditions

- All applications for the letting of school premises shall be made through the Premises Manager and the hirer must be over 18 years of age.
- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities.
- The hirer is responsible for all health and safety issues with regard to their letting, not the School. All statutory requirements must be observed and School specific requirements complied with.
- Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and exit, including around the car park. As the hirer is in control of such lighting, they will be shown where the switches are.
- The hirer will ensure that the users' activity is not so loud as to cause nuisance to nearby houses.
- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.
- The School will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the School site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to ensure users park in designated car parking areas only. Grass may only be used with the express permission of the Premises Manager. This information must be conveyed to any person who may attend an event/facility.
- The hirer must ensure that only the part of the building actually hired is used and must observe any instructions given by the Premises Manager concerning the area available.
- Hirers are responsible for signing in and for monitoring persons on site, so that in the event of an emergency, all persons can be accounted for.
- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring. They must also carry out their own fire drills. Fire appliances must not be removed or tampered with other than for firefighting purposes. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up specific evacuation plans for any disabled people. Procedures are in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the academy's fire risk assessment.

- Rooms that are made available to hirers are checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve. The School is not responsible for the users activities, however will ensure that the activity and the hired room/equipment available are compatible. The School cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party and the hirer shall indemnify the Governing Body against all claims, demands, actions or proceedings.
- Any precautions required to ensure the users safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the school. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition. Any Scenery, costumes and drapes used for performances must be made of fire resistant material.
- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel.
- Smoking is **not** allowed in any part of the School premises.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.
- The Premises Manager reserves the right to have a member of School staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes.
- Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.
- The hirer must ensure that the premises are vacated by the time stated on the booking form and ensure the premises are returned to the control of the School in a clean and satisfactory condition including any furniture that has been moved to be returned to it's original place. Any cost of specialist cleaning required as a result of the activity on the premises will be the sole responsibility of the hirer and they will be charged accordingly.

Risk Assessment

- St Alban's Catholic High School is not responsible for undertaking risk assessments for hirer's activities. However the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period.
- If the hirer has a risk assessment, then the hirer is responsible for undertaking reviews and informing the school of any findings that may be relevant.
- In the event of an incident, fire or near miss the School will ensure that Incident Report forms are made available to the hirer who in turn, must ensure one is completed whenever necessary. A review of the risk assessment for the activity will be required from the hirer.

Insurance

- It is the responsibility of the hirer to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is required, a copy needs to be given to the Premises Manager.

Safeguarding

- St Alban's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All clubs who work with young people are required to provide the school with an up-to-date safeguarding policy (including details of their Designated Safeguarding Lead) and ensure all coaches hold a valid DBS certificate, checked and recorded on the external club/organisations central record. Parents and carers must be mindful of safeguarding and they should request more information from the external club/organisation if they have any queries.

License

- The hirer is responsible for ensuring that any necessary licenses required for a particular event have been obtained (such as theatre, performing rights or cinematograph licenses).
- It is the responsibility of the Hirer to have their own Alcohol licence.

Booking & Charges

- An "Application for Hire of School Premises" form must be completed for each letting and updated annually for any regular bookings. The form will detail days and times of bookings, charges and any other conditions of the booking. These forms will be signed by the hirer and must be authorised by the Premises Manager before hire can commence.
- The School will invoice the hirer monthly in arrears for regular bookings or two weeks in advance for single bookings. If payment is not received within 30 days from the date of invoice your future bookings will be cancelled.
- The fees for hiring the premises will be reviewed by the Premises Manager annually and any amendments to the charges will be communicated at least 6 weeks prior to the change.
- The hirer shall not assign the benefit or burden of hiring or sub-let the premises of any part thereof.
- Someone aged 18 or over must be present **at all times** during the booking.
- The School kitchen is not included in any hire. If you want the use of the dining room please contact the Premises Manager in the first instance.
- The Premises Manager reserves the right to refuse any booking which is deemed unsuitable.

Cancellations

- The Premises Manager should be informed at least 24 hours before cancellation otherwise the hirer will still be liable for charges.
- In exceptional circumstances it may be necessary for the School to cancel a booking or move the booking to a different room. As much notice as possible will be given. The school and school governors accept no liability in respect of commitments incurred by the hirers due to such cancellations.
- In the case of inclement weather, cancellations by the school or by clubs/organisations may be made at short notice. If conditions are deemed by the school, clubs/organisations, referees/umpires to be unsuitable or unsafe at the start or during the letting, then the school will cancel the letting. The schools' decisions will be final regardless to the time of the cancellation.

Signed J McCall Chair of Governors.....Date.....