# ST ALBAN’S CATHOLIC PRIMARY SCHOOL

# New Logo Small.gif

**Christ Be Our Light**

# Hiring Policy

# Autumn 2022

# This Policy will be reviewed in Autumn 2023



## Policy Objectives

The governors have delegated day-to-day responsibility for lettings to the Headteacher. This policy outlines school guidelines for operation of Lettings at St Albans’s Catholic Primary School.

**Statement of Intent**

The governing body accepts its responsibility to administer the letting of the school premises, understanding:

* it is a valuable community resource;
* it is used for educational purposes;
* that a profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating educational activities;
* that St Alban’s Catholic Primary School is committed to fostering high expectations and developing the full potential of each individual that they become compassionate, interdependent, lifelong learners, striving to create a better and more peaceful world. Our priority usage supports this ethos.
* that the school premises is a useful resource for the staff in order to support the governor’s commitment to staff wellbeing.

**1.** **Introduction**

1.1 The Governors of St.Alban’s School try to ensure the widest and most creative use of the school buildings. In doing so it is hoped that the community will benefit from the school accommodation.

1.2 All enquiries about lettings should be addressed to the school Office Manager.

1.3 The school does not actively promote lettings and will usually only approve requests if organisations are linked to the school. (PFA, School reunions and Language classes)

**2.** **Conditions of Hire**

* 1. A scale of charges and hours of letting are to be discussed with the headteacher.

2.2 The hirer may cancel a booking upon giving 14 days’ notice in writing.

2.3 The school governors reserve the right by notice to the hirer to terminate the hiring at any time for reasons outside the control of the school governors and to return to the hirer any monies paid by way of deposit but the governors shall not be under any liability to the hirer for any loss or damage he may sustain arising out of such termination.

2.4 The hirer shall not assign the benefit or burden of the hiring or sublet the premises or any part thereof.

2.5 Lettings for longer periods during the school holidays are dealt with separately from term time lettings and are subject to individual negotiation and agreement with the Headteacher.

2.6 St Alban’s Catholic Primary School is a non-smoking site (including external premises within the school grounds).

 2.7 The Governing body will not tolerate any violence or abuse towards any School Staff at any time. Anybody

 exhibiting inappropriate behaviour may be removed from the school premises.  More serious episodes will be

 reported to the police

**Priority usage**

The governing body will allow the use of premises in the following order of priority:

* School events
* PFA meetings and events
* Staff only events in particular those that improve staff wellbeing
* Parents of children attending the school
* Other users, including private users, approved by the Headteacher, who will be sympathetic to the Catholic ethos or needs of the community served by the school.

**School closures**.

The school site is closed on the following dates:

* National Bank Holidays
* Christmas School Holidays
* August – site usually closed due to Caretaker holiday and maintenance/building work. Hirers wishing to use the premises during August should contact the Headteacher.

**3.** **Facilities Available and Charging**

3.1 The Main Hall can be hired for use in the evenings and weekend. Classrooms can also be hired provided this does not interfere in any way with the running of a particular class.

3.2 The scale of charges for the use of the school discussed and agreed with the office. Additional charges may be added to cover care taking and cleaning costs, these additional costs should have VAT added.

3.3 The Governing Body can alter the scale of charges at any time. This review can be delegated to the Resources Committee of the Governing Body.

3.4 Hirers will be informed of costs incurred by an invoice issued by the school on a half termly basis. These invoices are issued using the official school headed paper. (Note: Holiday lettings are charged in a different way).

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**4.** **Licences**

4.1 No excisable liquor shall be sold unless the hirer has obtained either an occasional licence or an occasional permission. The hirer shall ensure that any conditions attached to such a licence or permission is complied with.

4.2 The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.

4.3 The hirer shall comply with the conditions of the licence granted by the Performing Right Society Limited, and shall furnish to the Governors, immediately after the end of the hiring, a complete list of all songs sung and music performed giving the information required by the Society in respect of each item.

4.4 If the premises are to be used for purposes of gaming or games of chance of any description. The hirer shall be responsible for securing that the provision of the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968, or any subsequent amending Act. These must be fully observed and complied with.

**5.** **Hirer’s Responsibilities**

5.1 No nail or fastening of any other kind shall be driven or put into any wall, partition, pillar or any other fittings or

 furniture.

5.2 Electrical equipment must not be brought into the premises unless:

(a) The arrangement has been approved in advance between the school and the hirer.

 (b) The equipment has been checked and has a current certificate to confirm that it complies with the Electricity of Work regulations.

5.3 The hirer shall repay to the school governors on demand the cost of reinstating or replacing or repairing any part of parts of the premises. This will include any of the furniture and fittings therein contained, which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his invitees, servants or agents during the period of hire.

5.4 The hirer shall indemnify the school governors and Cambridgeshire County Council against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such a person is in or upon part of the premises or arise from any accident or occurrence which happens while such a person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.

5.5 The cloakrooms will be in the care and custody of the hirer, who must provide his own attendants and be responsible for any loss that may occur.

5.6 The hirer shall arrange insurance to cover the terms of the indemnity set out in paragraphs 5.3 and 5.4 above and produce for inspection written confirmation from the insurance company or broker concerned.

5.7 If no suitable insurance has been arranged by the hirer, the hirer may, on payment of an additional 10% of the facilities hire fee, effect this insurance through a policy arranged by the school governors. Where nil hire fee is agreed, a minimum premium of £1.00 per booking will apply. Please indicate clearly on the hire application form if this option is to be taken up.

**6. Security**

6.1 The hirer shall comply with the School Security Procedures as explained by school personnel.

6.2 The hirer shall ensure that no unauthorised persons gains entry to the school whilst the school is being hired.

6.3 The hirer shall ensure that no unauthorised persons have access to school keys or security codes.

6.4 It is the responsibility of the hirer to ensure that they have signed for the release and return of school keys.

**7. Safeguarding**

7.1 St Alban’s is a safeguarding school and will carry out rigorous checks to ensure that all companies/agencies adhere to the guidance outlined in the Keeping Children Safe in Education 2022.

7.2 Each organisation must have in place appropriate child protection policies, procedures and codes of conduct that are compatible with those of the school and the Area Child Protection Committee. The school has the opportunity to terminate the contract with immediate effect if the organisation is failing to discharge its child protection responsibilities.

7.3 The organisation must be aware of basic child protection procedure which can be found in the basic child protection information book issued at the beginning of the contract.

**8. Review**

8.1 This policy will be reviewed annually by the Governing Body.

**APPENDIX A**

**St Alban’s Catholic Primary School**

**Standard Scale of Letting Charges**

These charges are for a standard length of session outside of the school day and through the school holidays (the school day is deemed to be from 8:00am and 3:00pm). Hire periods less than one hour will be charged on a pro-rata basis.

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| Facilities | Cost of Hire per hour | Additional  |
| Main Hall | £10.00 for parents of child attending the school£15.00 for private hirers | Tables and chairs provided but no kitchen facilities available |
| Caretaker opening/closing of school during holiday periods or out of normal working hours | Hourly rate | No charge during term time if hire ends by 17:30. |

**Additional unit charges are as follows:**

*Conditions of Hire*

Payment for the use of consumables or photocopying will be agreed between the school and each hirer on an individual basis.

**Staff use of school facilities**

The school governing body recognises the importance of staff wellbeing and wishes to support the school community with the use of facilities if available. School staff who may wish to hire the facilities for a non-profit making activity (no income involved) that involves the school community only (staff or staff/students) will be offered the facility free of charge. This offer is subject to availability of the premises and the general terms and conditions of the lettings policy.

**Use of school facilities by an external agent/company for the benefit of staff**

If the facilities are hired by an external agent/company with the purpose of delivering an activity or event for the benefit of the staff (existing and previous) of the school, the facilities are offered free of charge on the condition that only staff/students of the school are attending. This provision is on the understanding that the agent/company offers discounted rates to staff and there is no cost to the school. This offer is subject to availability of the premises and the general terms and conditions of the lettings policy.

Staff wishing to use the facilities for the operation of other events/activities for which charges are applied and are available to the wider community will be governed by the standard lettings charges detailed on appendix A.