



# Lettings Policy

St Joseph's Catholic Primary School

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|--------------|---------------------|
| Approved by: | Resources Committee |
|--------------|---------------------|

|       |               |
|-------|---------------|
| Date: | December 2023 |
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| Status & Review Cycle | Biennially |
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| Next review Date: | December 2025 |
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## 1. Introduction

St Joseph’s is a large 3 form entry voluntary aided Catholic School where parents, school and parish work together to deepen children’s awareness of their faith and to provide a challenging, fulfilling education.

The governing body of St Joseph’s Catholic Primary School welcomes the use of its school facilities and premises for the benefit of the whole local community. However, we also recognise our responsibility to our neighbours and will always seek to minimize any potential impact for them from any increased use of the school premises.

The Governing Body delegates appropriate letting responsibilities to the Headteacher & School Business Manager.

## 2. Guiding Principles

- The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
  - In deciding whether or not to let our premises, the governing body will have regard to the likelihood of any damage being caused to the premises or neighbouring premises, and any nuisance, or damage to the school’s reputation, that may arise as a result of accepting the booking.
  - The Hirer, group and activity must be compatible with the Catholic ethos of the school.
  - Educational usage will constitute a natural priority when considering lettings.
  - The Governing Body will review charges annually to ensure that lettings are never supported by the school’s delegated budget and that all costs are recovered.
  - The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all Hirers of the school premises to share this commitment.
  - All prospective Hirers must produce original and valid DBS clearance at an enhanced level at the time of hire. They must also provide written assurance that all those working for or with the Hirer, who will be working with children, hold current and valid enhanced DBS clearance and relevant details will be held on the school’s central register. Responsibility for DBS clearance lies with the Hirer, not the school.
  - The requested hire time should be outside normal school hours, unless explicitly agreed with the school in advance, and the hired area must not already be booked by the Governors, PTA or the clubs used by the school.
  - The Hirer must provide evidence that it has appropriate public liability and indemnity insurance, following Surrey County Council’s guidelines.
  - There is an explicit agreement that no access should be attempted to other areas of the building not in the hiring agreement.
  - The Hirer is responsible for clearing up and is liable for any damage caused.
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- When determining the suitability of the proposed activity, the Headteacher will exercise his or her own personal judgement and they have the right to refuse any Hirer, with their decision being considered final.
- The Hirer must not sub-let to another party under any circumstances.
- There is no smoking or use of e-cigarettes allowed anywhere on School premises.
- The Hirer must agree and adhere to the Conditions of Hire document, as well as any relevant policies set by the Governors for the use of the hall(s), classrooms and playground facilities (based on those used by Surrey County Council School Finance Manual, Section M, 'Community and Extended Use of Schools').
- A School Letting - Initial Request Form (see Appendix 1) must be completed by ALL applicants. A Hiring Agreement (see Appendix 2), if approved by the school, will be returned to the Hirer. For long-term lettings, application forms will be reviewed on an annual basis.
- Each Hirer will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
- All formal hiring of the school premises shall be properly documented. All Hirers **must** complete a HIRING AGREEMENT FOR SCHOOL PREMISES and will receive a copy of the CONDITIONS OF HIRE. The Hiring Agreement is a contract, which the governors may enforce at law.
- The minimum hire period will be one hour, unless specifically agreed with the Headteacher or School Business Manager.

The governors will review the policy biennially and the scale of hire charges for the forthcoming year will also be reviewed and updated annually.

### 3. Safeguarding

St Joseph's Catholic Primary School is dedicated to ensuring the safeguarding of our pupils at all times.

- It is the responsibility of the Hirers to ensure that safeguarding measures are in place while hiring out the space.
- The Governing Body is aware of its responsibilities for safeguarding children and so, when letting out the school premises, have due regard to safeguarding policies and practices and the School's Prevent Duty on anti-radicalisation. The school expects Hirers and their representatives to share this commitment to safeguarding children.
- Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.
- The hire agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the Hirer.
- The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves, and those persons likely to have contact with children, have enough people who have been subject to Enhanced Disclosure and Barring Service Checks.
- It is the responsibility of the Hirers to ensure that safeguarding measures are in place while hiring out the space and that children are kept safe for the duration of the letting. If the Hirer cannot agree to this then no letting can take place, regardless of any prior approvals or payments. If the Hirer is unable to meet this responsibility for any reason then the letting cannot be permitted to take place until the issue is rectified. If insufficient notice has been provided then no refund will be issued.
- The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason

the governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

- All Hirers, as they undertake the letting, will adhere to our school's policies and procedures for safeguarding, such as the safeguarding policy as can be found on the school's website.
- No alcohol will be brought on to or consumed on the premises except at a function organised by a body or bodies which the School Governors or Headteacher shall have approved explicitly in advance. Where a licence for the sale of alcohol is necessary for a function, the responsibility for obtaining such a licence is solely the Hirer's.

## 4. Facilities Available for Hire

The latest costs for hire for our facilities can be found in Appendix 3. Please note that facilities available to hire are subject to change. Current facilities available are listed on the School Website.

## 5. Scale of Charges

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

- Group A (see below) will not be charged.
- Group B (see below) will be charged at a rate agreed by the Governing Body.

A copy of the current scale of charges appears in Appendix 3.

### Group A Use

The following qualify for free letting:

- All school events (parent consultations, governors' meetings, performances, fundraising etc).
- Parent Teacher Association meetings and events by agreement.
- Parish events by agreement.

### Group B Use

These lettings are for those who book a room/space on a regular or occasional basis (e.g. once weekly) such as during and after school clubs, community use, training courses and meetings.

## 6. Other Considerations

The school expects all Hirers to ensure that all users of the premises are considerate to the school's neighbours in parking on and around the school premises. The school accepts no responsibility for loss of property, damage to cars or injury incurred by the use of the school car park for the purpose of lettings.



Surrey County Council - Diocese of Arundel and Brighton  
**St Joseph's Catholic Primary School**

Linkfield Lane  
 Redhill  
 Surrey  
 RH1 1EA

Telephone: 01737765373

Email: [office@stjosephsredhill.co.uk](mailto:office@stjosephsredhill.co.uk)

Headteacher: Mrs T.Lawlor

## SCHOOL LETTING - INITIAL REQUEST FORM

|   |            |                |
|---|------------|----------------|
| <b>Name of Applicant</b>  |            |                |
| <b>Address</b>  |            |                |
| <b>Email Address</b>  |            |                |
| <b>Telephone Number(s)</b>  |            | <b>Main:</b>   |
|   |            | <b>Mobile:</b> |
| <b>Name of Organisation</b>   |            |                |
| <b>Activity of Organisation</b>   |            |                |
| <b>Will the applicant be present during the booking?</b>  | <b>YES</b> | <b>NO</b>      |
| <b>If no, please give name and contact details for the person nominated to be present and in charge of the event/booking.</b> |            |                |
| <b>Details of premises requested (hall, playground, classroom, astroturf etc):</b>  |            |                |
| <b>Date(s) required</b>   |            |                |
| <b>Start time (including time for preparation)</b>  |            |                |

|   |                  |                |                        |
|---|------------------|----------------|------------------------|
| Finish time (including time for clearing up)              |                  |                |                        |
| Use of school equipment (please specify your request)     |                  |                |                        |
| Details of any electrical equipment to be brought on site |                  |                |                        |
| Number of participants                                    |                  |                |                        |
| Age range of participants                                 |                  |                |                        |
| Number of supervising adults                              |                  |                |                        |
| Please tick to show the type of attendance:               | Invited Guests   | Ticket Holders | Open to General Public |
|   |                  |                |                        |
|   | Course delegates |                | Other (please specify) |
|   |                  |                |                        |

### Insurance

The Hirer is required to have Public Liability Insurance. This should cover liability towards third parties in respect of bodily harm (which includes death, illness or disease) and for any loss of or damage to property, including damage to school property, which happens in connection with the Hirer's activities whilst on the school premises. Limit of indemnity should be £5,000,000 for any one event.

In the event that the Hirer does not hold Public Liability Insurance, the Hirer will need to pay a fee to the school for adequate cover. This will be charged at 15% of the letting fee, subject to a minimum of £5.00. This will provide cover under Surrey County Council's Public Liability Insurance.

|   |  |   |  |
|---|--|---|--|
| I hold Public Liability Insurance that meets with the requirements given above. |  | I do not hold Public Liability Insurance. |  |
| Copy attached.  |  | Please arrange for this letting.          |  |

I confirm that I am over 18 years of age and that the information provided on this form is correct.

Signed: .....

Date: .....



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### Hiring Agreement For School Premises

**DATE:** .....

**PARTIES:**

1. The Governors of St Joseph's Catholic Primary School ("the School Governors"), acting through its Chair of Governors.
  2. Name of responsible person .....
- Name and address of organisation ("the Hirer") .....
- .....
- .....
- .....

The School Governors permit the Hirer to use the part of the premises described below on the following terms and conditions.

Purpose of Hiring: .....

Period of Hiring - Date(s) .....

Hours: From ..... To ..... ("the session").

Description of room(s) and facilities within the premises to be hired including designated toilet facilities:

.....  
..... ("the premises").

Hiring fee: £ ..... (per session) payable in advance

Deposit payable £ .....

Date of payment of fees/balance .....

Period covered by indemnity insurance: .....

The Hirer agrees to observe and perform the terms and conditions contained or referred to in the school premises Conditions of Hire for the time being in force and as attached to this Agreement and in the rules governing the use of the premises as set out in the Lettings Policy.

The maximum number of people allowed in the school halls may be restricted by the fire service regulations.

The school premises will close at 6.15pm, unless otherwise specified in the agreement.

Signed by:..... Please print name: .....  
(for and on behalf of the Governing Body)

Signed by:..... Please print name: .....  
(the Hirer/For and on behalf of the Hirer)





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### CHARGES 2023-2024

| Paid Lettings Charges  |                    |
|--|--------------------|
| Hire   | Standard charge    |
| Classroom  | £10.00 per hour    |
| Music Room   | £10.00 per session |
| Hall   | £30.00 per hour    |
| Playground/Astroturf   | £30.00 per hour    |
| Whilst these rates will normally be applied to all Hirers, the Governing Body has the right to negotiate the hire charges, depending on circumstances. |                    |