



Letting Policy

Approved by:	Directors
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Document owned by	Finance Director

Hire of Facilities Policy

Our Lady Immaculate Catholic Academies Trust are a Multi Academy Trust of eleven Catholic schools within Bedford/Corby/Kettering & Northampton. This policy clarifies the conditions of use of their facilities out of school hours by a third party. The schools covered by this policy are:

Our Lady of Walsingham Catholic Primary School
St Brendans Catholic Primary School
St Edwards Catholic Primary School
St Gregory Catholic Primary School
St John Rigby Catholic Primary School
St Joseph's & St Gregory's Catholic Primary School
St Marys Catholic Primary School
The Good Shepherd Catholic Primary School
St Thomas More Catholic Secondary School (excluding the Teaching School)
Thomas Becket Catholic School

A 'Third Party' is somebody other than the school, who hires the school premises either during or outside of school hours. The school hire may be chargeable or at a zero charge. The Third Party must adhere to the terms and conditions of the school hire. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.

The school has the right to refuse a request to hire. The right of refusal is delegated to the Headteacher by the Directors of the Multi Academy Trust (MAT) and their decision is final. The full cost of the hire must be met by the hirer including, but not limited to, Site Agent Fees, Insurance (where applicable), cleaning (if required), light and heat.

The Directors of the MAT have a responsibility to safeguard and promote the welfare of children and will seek assurance that any hirer has appropriate policies and procedures in place to achieve this.

Terms and Conditions of Hire

1. A booking application form for the hire of premises and / or equipment should be obtained from the school either via the school office or website. The hirer should complete the form indicating the areas required for hire.
2. All lettings are for a minimum of one hour and in multiples of whole hours per letting date. (eg a booking for 6pm to 7.30pm for 3 weeks will be charged at 3 x 2 hours).
3. Hire charges will be invoiced in advance of the letting by invoice. Invoices must be paid promptly in the agreed invoice terms. The Directors of the MAT reserve the right to cancel a booking and refuse admission where payment is not made within the agreed terms.

Payments can be made:

- by cheque, payable to the school
- in cash via the school office where a receipt will be given
- by bank transfer to Lloyds Bank (details on each invoice) quoting the invoice number or reference

4. Hire charges will be reviewed annually with effect from 1st September each year. Hirers will be notified of the up to date scale of charges. Charges will be published on each school's website.
5. Cancellation must be received no later than 48 hours before the commencement of the letting. Cancellations received within 48 hours of the letting are chargeable at the full cost of the hire. A maximum of one cancellation of the hire and associated charges will be allowed per school term per hirer. Where a hirer has an ongoing agreement the cancellation of hire charges will be made as a credit against future charges and not as a refund.
6. The hirer must leave the premises in the condition in which it was found. The hirer is responsible for the clearing away of equipment used and leaving the area clean and tidy. The Directors of the MAT reserve the right to levy an additional charge to cover the cost of clearing the area, repairing, and making good or replacing any part of the premises and contents which may be lost, damaged or destroyed as a result of the hirers use of the premises.
7. The Directors of the MAT reserve the right to terminate any hire agreement where they consider the hirer have in any way damaged the buildings, furniture, fixtures or fittings.

8. The hirer must familiarise themselves with all safety requirements and regulations pertaining to their letting application including locations of fire exits and escape routes.
9. Hirers requiring to sell or supply alcohol must first obtain permission from the Headteacher. The hirer is also responsible for obtaining any appropriate licence required by law and must provide evidence of the obtained licence.
10. School activities will have preference over hire activities.
11. The Directors of the MAT are not responsible or in any way liable for damage or loss of any property, equipment or vehicles brought onto site.
12. All hirers must have public liability insurance for cover up to £10million. The school requires evidence of insurance cover with the booking form. For those hirers who do not have their own public liability insurance it is possible for the school to offer such insurance to be arranged. Costs incurred will be passed onto the hirer.
13. The hirer must recognise that the Directors of the MAT or Headteacher may cancel the letting at any time and that the Directors of the MAT will not accept any responsibility for loss or other expense howsoever incurred by the hirer in the event of such cancellation.
14. Hirers should contact the Site Team in the event of an emergency.
15. Fire Exits are clearly marked. Fire notices are displayed in each area of the school. In the event of fire, activate the nearest fire alarm and evacuate the building and call the fire brigade. Contact the Site Team immediately. A copy of the Fire evacuation route for each school is attached.

Remissions and Discounts

The following types of groups / organisation will be entitled to discounts on hire fees as follows:

Group	Discount
PTA – Hire for PTA fundraising event or meeting	100%

Areas for Hire, Capacity and Charges – school to enter their own rates

<u>St Thomas More Catholic Secondary School</u>		
Area for Hire	Capacity	Charge
Sports Hall	250	£27 p/hr £33 inc insurance
Performance Hall	Seating 220	£27p/hr £33 inc insurance
Activity Centre	60	£27 p/hr £33 inc insurance
Dining Hall	50	£27 p/hr £33 inc insurance
Kitchen	n/a	£27 p/hr £33 inc insurance

<u>St Joseph's & St Gregory's Catholic Primary School</u>		
Area for Hire	Capacity	Charge
Hall	350	£42 first hr / £16 thereafter
Classroom	30	£53 per half day
Sports Field		£11 first hr / £5 thereafter

<u>St John Rigby Catholic Primary School</u>		
Area for Hire	Capacity	Charge
Sports Field		£11 first hr / £5 thereafter
Hall	350	£42 first hr / £16 thereafter

<u>Our Lady of Walsingham Catholic Primary School</u>		
KS2 Hall	Approx. 150	£11.25 ph
KS1 Hall	Approx. 100	£15 ph

<u>St Brendans Catholic Primary School</u>		

<u>St Edwards Catholic Primary School</u>		

<u>St Thomas More Catholic Primary School</u>		

<u>St Gregorys Catholic Primary School</u>		

<u>St Marys Catholic Primary School</u>		

<u>The Good Sherpherd Catholic Primary School</u>		

Thomas Becket Catholic Secondary School		
Area for Hire	Capacity	Charge
Sports Hall	250	£27 p/hr £33 inc insurance
Performance Hall	Seating 220	£27p/hr £33 inc insurance
Activity Centre	60	£27 p/hr £33 inc insurance
Dining Hall	50	£27 p/hr £33 inc insurance
Kitchen	n/a	£27 p/hr £33 inc insurance

Weekend rates for all sites available on application.