



## Lettings Policy

Date	Review Date	Coordinator	Nominated Governor
November 2023	November 2024	Finance	Nigel Payne

### Introduction

A letting is an arrangement to allow an external body temporary use of the school's premises or facilities. It should not extend for more than a year, although it can be renewed annually. The arrangement should not give exclusive or extended use of the buildings. If the arrangement involves the use of school accommodation during the normal working day a lease or licence may be required.

### Applications for Lettings

All applications should normally be addressed to the Headteacher of the school who will normally approve them if they adhere to the school's policy. If any applications lie outside of what is deemed as usual, the Headteacher may pass the application to the Finance and Premises committee for approval.

### Charges

Charges for lettings will be reviewed annually by the Finance committee. Charges should cover all costs incurred by the school and at no time should lettings be subsidised by the delegated budget. Charges should take into account heating, cleaning, electricity and any other costs incurred by the school for the event.

The admin staff will invoice hirers for the cost of the letting. Receipts should be given for all fees paid and copies kept in the school's financial records.

### Terms and Conditions of Letting

#### 1) General Conditions

- i. Premises are available for hire outside normal School hours.
- ii. Bookings to be made via the school office via email ([admin@stmichaelsaldbourne.co.uk](mailto:admin@stmichaelsaldbourne.co.uk)) or on 01672 540434 during school hours, term time.
- iii. **Keys are to be collected from the school office in school hours unless alternative arrangements have been made.**
- iv. Activities must not cause a nuisance and finish by 11pm (10.30pm on Sundays).
- v. No smoking or animals are allowed on school premises.
- vi. Limit of a maximum of 100 people standing in the hall.
- vii. The Hirer is responsible for leaving the hall in a clean and tidy condition or a charge will be levied. This must be done on the evening of the booking, as the hall may be needed early the next morning, including Sunday mornings.
- viii. The hourly charge will be £30 with a **minimum booking of two hours** (unless alternative agreement has been approved). Cheques to be made payable to St. Michael's C of E (Aided) School or bank transfer to Sort code 30-98-41 account number 67543868.
- ix. There is a maximum power supply of 30 amps to the building.
- x. No inflammable or explosive materials are allowed in the building and no naked flames are permitted.

- xi. The Hirer must ensure that there is adequate supervision for activities arranged for young adults under the age of 18 years.

## **2) Fire and Safety precautions**

- i. The front door must be unlocked (but not open) at all times when the hall is in public use.
- ii. The Hirer is responsible for ensuring the escape routes are unlocked, the emergency lighting is working and seating is organised in a safe manner (not blocking fire exits).
- iii. The Hirer must have a mobile phone.
- iv. If the fire alarm is sounded, please follow the attached procedure.
- v. Only persons trained in the use of fire extinguishers should attempt to use those provided.

## **3) Damage to Property**

Any damage must be reported to the School Administrator who will organise the appropriate repairs. **A returnable deposit of £100** must be presented for damage/additional cleaning before the date of hire, in all cases the Hirer is responsible for the cost of repairs.

## **4) Services**

St Michael's School take no responsibility for failure of the electric, gas, water or heating, but if any of these occur hirers will be notified as soon as possible. No refund of third party expenses will be made.

## **5) Indemnity**

Hirers shall indemnify the Governors against all claims, demands, actions or proceedings in respect of goods or clothing or of the death or injury of any person which shall occur during, before or after the period of hire if in relation to or by reason of the hiring. Provided always that this indemnity shall not apply in the event of any negligence on the part of the Governors or Local Education Authority, their agents or employees, or any defects in the premises or of an act of God or the King's enemies. The hirer shall obtain insurance against its legal liabilities to third parties, with a limit of indemnity of at least £1 million.

## **6) Right of Refusal**

The school reserves the right to refuse any application.

## **7) Responsibility for Property**

No responsibility can be taken by the School for Hirer's belongings brought onto school property. The Hirer is responsible for the safety of any electrical equipment brought onto the premises and any such equipment should carry a safety certificate.

## **8) Cancellation of Hiring**

The School reserves the right to cancel any Hiring. Cancellation by the hirer should be at least one week in advance of the booking or the full fee will be payable.

## **9) Restrictions Due to National Guidelines**

The hirer will be responsible for ensuring those attending a booked activity or event comply with any national guidelines (for example, due to a pandemic) relevant on the day of use while entering and occupying the premises.

**A summary of these conditions will be given to each hirer with their application with the full text displayed on the school website and referred to on the application form.**