

Here in the St. Polycarp's Family we follow in the footsteps of Jesus through playing, praying, loving and learning together.

St Polycarp's Catholic Primary School



Lettings Policy

Updated: September 2024

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THIS DOCUMENT IS a statement of the aims, principles and strategies used for dealing with lettings at St Polycarp's Catholic Primary School.

This policy is agreed by the Governors of St Polycarp's School and is subject to the Directive given by the Local Education Authority.

The letting of the school premises by the community is welcomed, subject to the following conditions:

- 1.) Priority of use:
 - a.) School Use.
 - b.) PTA.
 - c.) Parish.
 - d.) All other Users.
- 2.) The Governing Body has a right to refuse any request for hiring.
- 3.) The Governing Body will set charges for lettings guided by these principles and all lettings administration will comply with Section M (Community Use of Schools) of the Surrey County Council Finance Manual. There are 2 main elements:
 - a.) Premises costs i.e heat, light, wear and tear.
 - b.) Premises manager costs (i) 'A' Let – Premises Manager present throughout, (ii) 'B' Let – Premises Manager opens and closes.
- 4.) A non-refundable deposit may be requested for certain lettings.
- 5.) Hirers must apply on form ED110 and must sign to confirm that they have read and agreed the terms and conditions.
- 6.) A letting will only be confirmed on receipt of the completed booking form. A copy of the Key Holder Agreement and Guidelines for Out of Hours Users of Main Hall will be issued with the confirmation.
- 7.) Standard rate VAT may be payable (see section M of the Finance Manual for details).
- 8.) Payment for all lettings shall be made in accordance with the schedule and terms and conditions on Form FIN566. No refunds will be given if the hirer is unable to fulfil his or her part of the lettings agreement.
- 9.) Charges for lettings will be reviewed annually.
- 10.) The school will retain income derived from lettings and costs to the school of lettings will be met from this income.
- 11.) The Governing Body is aware of its responsibilities for safeguarding children and delegates responsibility to the Head Teacher when letting out the school premises. The Head Teacher will ensure that safeguarding policies and practices and the school's prevent duty on anti-radicalisation are adhered to by any hirer.
- 12.) Where hirers of school premises are undertaking activities involving children the responsibility for vetting checks lies with the hirer. Governors require that for all hiring's involving groups working with children, appropriate levels of disclosure have been obtained from the DBS for the individuals working on the school premises. Where a DBS disclosure includes convictions, or other relevant information,

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the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people.

- 13.) The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- 14.) Decisions whether to permit lettings will be made by the Head teacher. If the Head teacher believes a letting should not be permitted he/she will report the reasons to the Governing Body.
- 15.) All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations. A copy of the users Risk Assessment must be provided and kept on file in the school.
- 16.) If you require emergency access to the playground through the MUGA (Multi-Use Games Area) of the playground, the code to the padlock on the MUGA gates is 9999.
- 17.) All hirers must carry sufficient Third Party Liability insurance to Surrey County Council requirements. A copy of the insurance policy must be provided and kept on file in the school. If the hirer is not in possession of their own policy the school may organise cover (for an additional fee) through the SCC recommended policy.
- 18.) The school operates a strict No Smoking policy at all in the school building or grounds.
- 19.) Consideration must be given to the neighboring areas with regards to parking and noise pollution.
- 20.) Lettings between 17:30-19:00 on Saturdays and Sundays may require parking off site.
- 21.) No Alcohol may be brought on or consumed on the school premises during or in connection with hiring except with the Governor's approval. The Governor's delegate this approval to the Head Teacher.
- 22.) Where a license for the sale of alcohol (intoxicating liquor) is necessary for a function the hirer is solely responsible for obtaining such a license.
- 23.) All hirers of school facilities should have their own complaints procedure should anyone attending their activity / club have an issue they want to follow through formally.

Housekeeping:

Hirers will have access to the main hall, toilets (including disabled toilet) and kitchenette area.

The sink area and kettle may be used.

All other appliances must not be used.

All areas must be left in a clean, clear condition.

Kitchen equipment/utensils are not supplied.

Hirers are responsible for checking that toilet facilities are left in clean condition after hire.

All refuse must be removed.

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Hall Hire Rate – last reviewed in December 2022

Main Hall £25.00 per hour
 £20 Refundable deposit for fob keys
 £150.00 per day

Exceptions:

1. Surrey Arts not charged as providing additional curriculum facility to pupils (not a private entity).
2. Badminton Club not charged due to an agreement with the St Joan's Parish Church when gifting the hall to the School.
3. St Joan's Youth Club not charged due to an agreement with the St Joan's Parish Church when gifting the hall to the School.

Club Rates £1.00 per child per hour up to 12 children
 £1.50 per child over 12