

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: May 2025

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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 all hired spaces 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. Hirers must only use the area agreed with the school.
- 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

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on the school premises. Where a DBS disclosure includes convictions, or other relevant information, 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.) 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.
- 17.) The school operates a strict No Smoking policy at all in the school building and grounds.
- 18.) Consideration must be given to the neighboring areas with regards to parking and noise pollution.
- 19.) Lettings on the weekends may require parking off site.
- 20.) 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.
- 21.) 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.
- 22.) 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 Main Hall:

Hirers will have access to the main hall (including the stage), 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 at the end of the hire, including the toilet facilities.

Kitchen equipment/utensils are not supplied.

AV equipment access by prior agreement only.

All refuse must be removed.

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Housekeeping Pope Francis Hall:

Hirers will have access to the hall, accessible toilet and kitchenette area.

The sink area and kettle may be used.

All other appliances must not be used.

Kitchen equipment/utensils are not supplied.

All areas must be left in a clean, clear condition at the end of the hire, including the toilet facilities.

AV equipment access by prior agreement only.

All refuse must be removed.

Housekeeping Meeting Room/Conference Facility (maximum capacity 12 adults):

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

The sink area and kettle may be used.

All other appliances must not be used.

Kitchen equipment/utensils are not supplied.

All areas must be left in a clean, clear condition at the end of the hire, including the toilet facilities.

AV equipment access by prior agreement only.

All refuse must be removed.

Housekeeping Muga Area:

Muga area only – no facilities.

All refuse must be removed.

Hall Hire Rate – last reviewed in December 2022

| Room | Rate Per Hour | Rate Per Day |
|------------------------------------|---------------|--------------|
| Main Hall | £35.00 | £200.00 |
| Pope Francis Hall | £35.00 | £200.00 |
| Meeting Room / Conference Facility | £20.00 | n/a |
| Muga Area | £20.00 | n/a |

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

£1.25 per child per hour

up to 12 children

£1.75 per child

over 12