

St Charles RC Primary School

Lettings Policy



CHRIST IS AT THE CENTRE



Compassionate
Helpful
Respectful
Inclusive
Sharing
Truthful



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Our mission at St. Charles RC Primary School is to try and centre our life in Jesus Christ, the spiritual foundation of our community.

We aim to pass on the faith we share in partnership with you.

We want the children in our care to grow and develop to their full potential within a caring Catholic community which recognises fully their true worth and God given talents. We look forward to working with you in a spirit of mutual trust and support.

We take pride belonging to St. Charles RC Primary School.

MISSION STATEMENT

As a family of God, we love to learn and learn to love

LETTINGS POLICY GENERAL

It is the policy of the Governors that school premises and facilities shall be available for use by outside bodies at the discretion of the Head Teacher, subject to their not being required for use by any organised activity within the school. It is a basic principle that premises and facilities are provided for use in the normal educational and extra-curricular life of the school, hence any use by external bodies, groups or individuals will always be of a lower priority than any internal use. School use of premises where activities are solely for the benefit of the school's pupils which take part during the site manager's normal working hours will not be subject to charge.

APPLICATION

All bookings are to be made using the attached booking form, and the person signing the application shall be deemed to be the hirer. Upon receipt of the booking form, the booking will be confirmed in writing.

PAYMENT

Following the booking, an invoice for the charges will be forwarded. Charges shall be due and payable seven days before the date of the hire. If the charges are not paid, the letting may be deemed as void and the premises re-let. If there is found to be any damage after the letting, then a further charge may be made.

PURPOSE OF USE

The premises must only be used for the purpose for which they are hired, and the hirer shall not assign the whole or any part of the benefit of this agreement nor may the premises be used for a longer period than that specified at the time of hiring. No interference is to be made with school property/equipment/premises which do not form part of the letting.

CANCELLATION

The school reserves the right to cancel a booking at any time without notice and without assigning any reason, but would endeavour to give as much notice as possible. In such circumstances, the school can accept no liability for loss incurred as a result of the cancellation, but undertake to refund any payment made, or re-arrange the booking. In the event of the hirer wishing to cancel the booking, then a minimum of 7 days notice must be given. If less than 7 days notice, the charges for all days booked within 7 days shall be due and payable.

EQUIPMENT

The hirer shall ensure that no additional lights or extensions from the existing electric light fittings are used without any previous consent. No person shall use any specialist equipment without the prior permission of the school. Electrical appliances brought on site are to be safe and carry a current safety test certificate label as required by law. Intoxicants or hazardous chemicals are not to be brought onto the premises without prior authority.

COMPETENCE/HEALTH AND SAFETY/FIRST AID

Hirers are to provide competent instructors/supervisors suitable for the activity the letting has been made, ensure such persons are present throughout the whole lettings period as well as ensuring the highest levels of Health and Safety at the school. The school fire, emergency and evacuation procedures will be forwarded to you and it is your group's responsibility to ensure that your whole party is aware of these. Any dangerous incident, injury or damage to the school property is to be reported to the Site Officer without delay. You must provide a qualified first-aider. Your group should also have an adequate child protection policy.

INDEMNITY & INSURANCE

The hirer agrees to indemnify the school against actions, proceedings, claims, damages, awards or costs in respect of loss, damage, death or personal injury occurring during the period of hire. The indemnity must be covered by insurance – public liability cover of £1,000,000 including fire damage to the premises and contents. It will be necessary to produce documentary evidence of the cover affected when booking. For small community groups, who may have no insurance then the hirer should complete the attached form on behalf of the group, and accept full responsibility for any injuries or damages that may occur during the letting.

PERFORMANCE RIGHTS

No copyright dramatic or musical work or lecture shall be performed, sung or delivered without the licence of the owner or the copyright, and all such licences shall be produced to school before the commencement of the hiring. The hirer shall indemnify the school against any infringement of copyright which may occur during the hiring. The school reserves the right to censor and cancel without liability for loss as a result of such censorship or cancellation, any stage play, sketch, lecture or other performance or event.

ADVERTISING

No advertising shall be permitted without prior written consent of the school.

SEATING CAPACITY

The school may stipulate a maximum number of persons to be admitted. The hirer must ensure that attendees do not exceed the stipulated figure at any time during the hiring. Where the room is laid out with gangways in the interests of public safety, the hirer shall not interfere with the gangways.

SECURITY

It shall be the responsibility of the hirer to protect and safeguard the premises during the period of hire, and if any damage or destruction occurs or is sustained during the period of hire, the hirer shall be liable and will be charged. The hirer should provide stewards to maintain order as required.

Any incident **MUST** be reported to the Site Manager **IMMEDIATELY**, who will deal with the situation appropriately and inform the necessary agencies, i.e. Police etc.

DAMAGE

Damage to school buildings/hall floor/equipment/furniture – the hirer shall be responsible for any damage to the school building/hall floor/equipment/furniture as a result of any activities carried out during the period of hire. The school will obtain reports/quotations where necessary and the hirer will be invoiced following repairs/replacements.

PROPERTY

The school shall not be responsible for any article brought or left in any part of the premises, or theft or loss of, or damage to vehicles parked in any car park provided. The premises should be left in a clean and tidy condition.

NO SMOKING

The school operates a no smoking policy. All hirers must adhere to this. If any damage is caused due to smoking, the hirer will be liable for any defects.

Equalities Statement:

St Charles RC Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. The Governing Body recognises that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at St Charles RC Primary school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.