



# **Bishop Chadwick Catholic Education Trust**

## **Lettings Policy**

Reviewed July 2022, implemented with effect from 1 September 2022

## **Introduction**

The Trust recognises that its school premises are a valuable resource within the community and as such welcomes the opportunity to enable other users to benefit from them when they are able to do so.

This policy aims to clarify the procedure for letting part of the school building so that all agreements are entered into with both parties knowing what they can expect and how to address any issues that might arise.

## **Our aims**

By letting the premises we intend to:

- maximise the use of the school for the benefit of the community
- ensure that the educational use of the building is prioritised without prohibiting other users
- raise money to support the activities of the school
- pursue the extended schools' agenda.

## **Guidelines**

1. The school has priority use of the property.
2. The school will always seek to at least cover its costs unless it is a direct beneficiary of a fund- raising activity.
3. The school will seek to treat hirers fairly.
4. Hirers will be expected to respect school property and honour all school and legal regulations which may be in force at any time.
5. The person signing the application form is responsible for all aspects of the hire and must abide by all aspects of the Terms and Conditions of Hire.
6. The school will only allow hiring of the premises for purposes considered appropriate and suitable – The Headteacher will be consulted in cases of uncertainty.

## **Procedure**

When an approach is made about a letting the following procedure should be followed.

1. All requests for lettings to be forwarded onto the Site Manager/Site Supervisor/Caretaker.
2. Invite a prospective hirer in to meet with the Site Manager/Site Supervisor/Caretaker to complete the booking form.
3. The booking will be agreed or not agreed at this stage.
4. Where the application for a hire is accepted, the hirer will be sent a letter provisionally confirming the hire and invoicing to cover the cost of the hire as appropriate.
5. All parties affected, e.g. site staff, cleaning staff, are informed and arrangements discussed.
6. All paperwork is required to be signed. Completed booking forms will be held on Lettings File, the hirer will receive a copy.

## Category of letting

There are three categories of user who, in the event of a multiple requests for the same date/time, should be prioritised in this order.

1. Educational/statutory user (of direct benefit to the school).
2. Community user.
3. Private user.

## Fees

The school will annually set the hire charge for each category of letting and will review the categories of letting.

Current charges include:

<b>Room</b>	<b>Rate</b>
Sports Hall (weekday evenings)	£[ ] per hour
Football Pitch (weekends)	£[ ] per hour
Annual Season of Hire of Football Pitches	£[ ] per annum

Notes:

1. The school does not open for lettings on public holidays.
2. Prices above are based on the fixed rate charge per hiring session to cover Site Manager and cleaning costs and assume that the hirer is booking one area only.
3. The prices above assume that the hirer has his own public liability insurance.

## **Lettings documentation**

The following lettings documents are attached:

- Appendix 1 – Terms and Conditions of Hire
- Appendix 2 – Application/Booking Form

## **Complaints procedure**

The following comprises the complaints procedure for lets.

1. If the school has a concern about a hire, the Site Manager or delegated representative (e.g. Site Supervisor/Caretaker/Business Lead) will raise the concern with the hirer. If the matter remains unresolved the hirer will receive written notice of termination of the booking agreement.
2. If the hirer has a concern they should talk to the designated representative.  
If this concern is still unresolved, they should follow the school's complaints procedure (complaint in writing to the Headteacher).
3. If a third party complains, the Site Manager (or delegated representative) will at first deal with the complaint and attempt to resolve the situation informally. If this is not successful, the complaint should be dealt with in line with the Trust Complaints policy.

## **Health and Safety**

The school is responsible for ensuring that the means of access or egress are safe for the use of the hire and that the plant or equipment used by the hirer is safe. If the hirer discovers a hazard, they should take action to make the Site Manager/Site Supervisor/Caretaker on duty aware of it. Hirers should familiarise people using the premises with fire and health and safety arrangements.

## **Insurance**

Hirers will be asked to arrange suitable insurance for their activities to cover any damage to the premises, furniture or fittings and to indemnify the school against all actions relating to personal loss, damage or injury.

## **Review of Lettings Usage**

The Trust Board will review this policy every 3 years. The school will review the charges annually with the view to determining whether the policy has been successful and setting the fees and terms of conditions of hire for the forthcoming year.

## **Linked Policies**

Other policies linked to the lettings policy include:

- Charging and Remissions Policy
- Health and Safety Policy
- Fire Procedure Policy