

St. Francis' Catholic Primary School



Charging Remissions and Lettings Policy

Approved by Governors:	September 2016
Review date:	September 2018

Mission Statement

Peace

Love

Knowledge

"As followers of Jesus and St Francis we pray that we are instruments of peace, learning to love and be loved, embracing our differences and Striving for excellence in all we do. Amen"

Introduction

The school premises are the responsibility of the Governing Body of St. Francis' Catholic Primary School and no other person or body has the authority to permit organisations or individuals use of any part of the premises or playground areas.

The governing body delegates authority to allow use of the premises or grounds to the head teacher and such a decision is final. No reasons for refusing a request need to be given. No other individual governor or member of staff employed by the school can authorise a letting.

The school will not allow its premises to be used for political purposes if this would in any way promote unlawful discrimination.

Any use of the premises must not interfere with the delivery of the curriculum and the schools' needs will always take preference over any letting.

Currently the premises are not let to any organisation or individual.

The Parish

The Governing Body recognise and value the links with the parish and are willing to allow certain uses by bona fide organisations of the parish. The school does not have a public entertainment's license and is therefore restricted on the type of use to which the school hall is put.

The use of school facilities is at the expense of the school and there will be a scale of charges, dependent on the length of use, day of use and caretaker costs.

Other Possible Users

Where the use of the premises is for the benefit of the school, i.e. Friends of St. Francis, then a nominal rent may be charged at the discretion of the head teacher.

The premises will not be let to individuals for social events.

Insurance

All users of the premises should have adequate insurance cover against injury to persons or damage to the premises.

Damage Bond

In some instances the Head Teacher may ask for a damage bond of £200 to be paid in advance of the letting, in addition to any other charges.

Health and Safety

- The users of the premises are responsible for informing those attending the function of the fire precautions and safety procedures for evacuating the premises.
- There must be a nominated person in charge of those present at all times to ensure safe behaviour and that no damage or disruption is caused to the building or its contents.
- Smoking is not permitted on the school site.

Cancellation

The school reserves the right to cancel bookings without notice, to enable essential maintenance to be carried out or if the premises becomes unsafe or unusable for whatever reason.

Charges

The scale of charges for use is at the discretion of the Head Teacher but should include a contribution to energy and caretaker costs. The number and type of lettings will be reported to the Finance and Premises Committees and a scale of formal charges agreed on an annual basis.

Other Charges

No charges are made for any school activities. However voluntary contributions are requested for the following reasons:-

- Juice and biscuit funds for nursery and reception children
- Cooking activities
- Educational visits
- Residential visits
- Governors Fund contributions

The following items are sold by the school:

- School dinners (staff)

The school charges for the following services:

- Breakfast club
- Tea Time Club

Parents are asked to pay for lost/damaged school materials.

Lettings to Other Possible Users

To protect both the School and hirers of the school we are required to issue 'General Conditions of Use' to which the hirer must agree to abide. If you have any queries or concerns as to the points raised within the lettings documentation and how this applies to your request for use, please do not hesitate to telephone the school. School Telephone number is: 0208 534 0476.

School use of the building is prioritised and then Local authority directed use; Parish activities; then other lettings. Directed use refers to use by Adult Education Service and other educational, youth or community organisations e.g. Music Service, PE School.

The Head Teacher will authorise letting of the building for events such as Arts Festival activities and other uses in keeping with the ethos of the school.

The school will hire the building for the following purposes at the discretion of the Headteacher.

General Conditions of Hire for the use of the School Premises

1. Application and Cancellation

- 1.1 All applications for hire of the school's facilities must be made on the 'Application for Hire of School Premises and Agreement of Use Form', ideally at least 28 days before the proposed period of hire. Applications must be submitted to the School Business Manager. The School reserves the right to refuse any application.
- 1.2 Acceptance of the hire is conditional upon the hirer agreeing to accept all Conditions of Hire. A copy of the 'Application for Hire of School Premises and Agreement of Use Form' signed by the School representative as agreement to the hire will be sent to the hirer.
- 1.3 For a block booking the fees must be paid at least 14 days in advance of use, on a termly basis. Invoices will be submitted at the end of each term for charges relating to the following term. If the period of hire commences during term time the initial invoice will be for a minimum of 4 weeks of hire.
- 1.4 For the booking of a single session the fees must be paid at least 14 days in advance of use.
- 1.5 Any booked use which exceeds the booking time will be charged for to cover caretaking costs and may be taken from the damage bond.
- 1.6 In the event of fees not being paid in accordance with the conditions above all future bookings may be cancelled by the Governors without prior notice to the hirer.
- 1.7 The scale of fees for lettings shall be determined by the Headteacher. The charges include the use of furniture only within the room hired (unless specifically detailed otherwise). Any complaints will be subject the school's complaint's policy
- 1.8 The hirer shall not sublet the hired premises or any part thereof. Should the hirer do so the hiring agreement will be cancelled immediately and no refund will be issued for any balance of fees previously paid. The hirer and sub-hirer will be excluded from the hired premises.
- 1.9 In the event of loss or damage occurring as a result of negligence or carelessness on the part of the hirer, or where the School has good grounds for presuming that the damage occurred at this time and was not reported, the School reserves the right to make a charge to the Hirer to cover the costs of repairing the damage and making good the loss. This cost will be deducted from the damage bond and any additional charges will be invoiced to the hirer. All invoices to be paid within 14 days.
- 1.10 In the event of the hirer cancelling a booking 7 days or less before the booking, the School may, at its discretion, return a percentage of the hire charge to the hirer.

Cancellations must be received in writing by the School. The school does not issue keys to its premises. Any breach of security caused by the hirer that results in the need to replace locks or change security equipment will be charged to the hirer and the cost deducted from the damage bond.

- 1.11 Liability insurance is the responsibility of the hirer.
- 1.12 Any damage caused to the hired premises or any part thereof (including fixtures/fittings etc.), which occurs during or as a result of the hiring and not arising as a result of any act or neglect on the part of the School will be made good at the expense of the hirer. The cost of such damage deducted from the damage bond. Any costs exceeding the damage bond will be invoiced to the hirer. All invoices to be paid within 14 days.
- Any such damage must be reported immediately to the School. Failure to report such damage could result in future hiring's being cancelled without notice. The hirer shall further be responsible for any loss of revenue caused directly or indirectly by such damage.
- 1.13 It is the responsibility of the Hirer to ensure that appropriate DBS/vulnerable adult checks have been carried out on all adults that will hold responsibility for children or vulnerable adults on site without their parents or designated carer.
- 1.14 It is the responsibility of the hirer to inform the users as to the locality of the emergency exits and procedures in case of fire or other emergency. The hirer is also responsible at all times for the effective control of the users and their safe and orderly departure to and from the hired premises.
- 1.15 It is the responsibility of the hirer to carry out their own risk assessment and provide a copy to the school.
- 1.16 It is the responsibility of the hirer to ensure that adequate first aid provision is available at all times.
- 1.17 It is the responsibility of the hirer to notify the school of any accidents occurring on the school premises for monitoring purposes.
- 1.18 Certain uses of the School may require a Public Entertainment Licence. The hirer is responsible for the application of any such licences and shall inform the School of the intention to apply for a licence before it is submitted and inform the school of any conditions under which a licence has granted.
- 1.19 The Hirer shall **not** allow:
- Any article of a dangerous or offensive character, any flammable materials or any naked flame to be brought onto the hired premises
 - Any animal (except properly trained guide dogs) to enter or remain on the hired premises and grounds, except by prior agreement
 - Any alterations to lighting arrangements or the introduction of any electrical equipment, without the prior written consent of the school
 - The use of chalk, polish or any other materials on the floors, walls or any other surfaces.
 - The wearing of unsuitable footwear that may cause damage to the floors and/or cause a health and safety risk
 - Any fixtures or decorations to be attached to the walls
 - If any rooms are rearranged that they be returned to their original setup prior to the commencement of the letting.

- Any food or drink of any kind to be consumed in areas of the school except the hall or by prior agreement
- Any smoking anywhere on the School premises/grounds
- Any alcohol to be consumed anywhere on school premises

1.20 Fire Regulations limit the maximum occupancy of the hall to 150. So the maximum occupancy of the hall is limited to 150 people.

1.21 Use of the school kitchen is excluded from this agreement

2. Right of Entry

2.1 The School reserves a right of entry to the hired premises by any representative of the School at any time during the hiring

2.2 The School may expel or cause to be expelled from the hired premises any person creating a disturbance or behaving in an indecent, inappropriate or unlawful manner

3. Code of Conduct

School is located in a residential area. In recognition of the needs of the surrounding community and the rights of all visitors to St Francis' Catholic Primary School, the Governors request that all users of the School facilities conduct themselves in a manner that is conducive to a pleasant and safe environment for all.

School has adopted a 'Code of Conduct' which all visitors to the School must follow. These include:

- 3.1 The use of foul language is forbidden
- 3.2 Litter must be placed in appropriate dustbin bags and removed by the hirer. Use of the silver bins in the schools grounds is strictly for school use only.
- 3.3 Speed limits are restricted to 5mph when accessing the school through the school car park.
- 3.4 Whilst it is accepted that participating in sport generates noise, it is requested that all efforts are made to keep noise to a minimum.
- 3.5 Violent or threatening behaviour will not be tolerated
- 3.6 No chewing gum is allowed
- 3.7 No smoking is allowed
- 3.8 No alcohol and drugs are allowed
- 3.9 Consideration at all times for the multi-users of the school
- 3.10 No dogs or other animals (except assistance dogs)

When visitors fail to abide by the 'Code of Conduct' or behave in an unreasonable manner, the School may restrict their future use of the facilities, which may lead to the hire agreement being cancelled.

NB. Please note - parking is limited to access to the school site only

4. Hire Charges

Profit making organisations	£80 per hour
Not for profit making organisations	£40 for a session then negotiated with Headteacher

Charges will be reviewed annually

Application for Hire of part of
St Francis' Catholic Primary School

Name of Organisation:

Address:

.....

Named contact person:

Telephone number on the day of hirer:

Alternative contact for use in an emergency:

Name of second contact:

Telephone number:

Purpose of hire:

Date(s) of hire:

.....

Times: From Until:

Number of people attending:

Charge: £ per hour or part thereof. Total Charge:

Payment: cheque to be made payable to St Francis' Catholic Primary School

Conditions of Hire:

- As detailed in the attached pages.

Details of licences / Use of Bond notes:

I hereby agree to be bound by, and conform to, the regulations and conditions of the letting.

I acknowledge that I have been informed that I, or the organisation on whose behalf that I am making this booking, should have insurance to cover public liability as the booking is not covered by the school's public liability insurance.

I have attached a copy of my public liability certificate.

I declare that I am 18 years of age or over and that the booking is made solely on behalf of the organisation named above.

Signed:

Name:

Position:

Date:

On behalf of the school:

Signed:

Name:

Position:

Date: