



Aspire London

Lettings Policy 2020-2021

Aims of the policy

- Outline those bodies which will be considered for lettings
- Identify the conditions of lettings

1. Bookings and billing procedures:

1.1 No area of St Augustine's is available to hire.

1.2 The only area of Holy Cross School that is available for hire is the School Hall. All bookings at Holy Cross must be made via the School Office.

1.3 At Holy Cross priority will be given to:

- a) The LA to use as a Polling Station
- b) Cubs, Beavers & Scouts
- c) Holy Cross Parish events

2. Payment should be made before the start of the first session. Any delay in payment may result in the letting becoming void.

3. Charges for letting of the Holy Cross School Hall:

LA: £250 per day

Local schools / associations: £20 per hour

Diamond Club: free of charge

Parish Christmas Fayre: free of charge

4. Terms & Conditions for hire of the Holy Cross School Hall:

4.1 Applications for hire

A copy of these conditions shall be supplied to all enquirers regarding hiring School premises or facilities.

4.2 Bookings

The School reserves the right to refuse any application for any reason whatsoever.

4.3 Charges

The charge for lettings shall be in accordance with the scales in force at the time the application is accepted.

The lettings fee for the use of the grounds is calculated to cover the cost of lighting, wear and tear, rodent protection, minor repairs, basic cleaning cost, premises manager's attendance, and administration. Cheques should be made payable to Holy Cross School or payment via Bank Transfer

4.4 Increase in charges

The school reserves the right at any time to amend the charges in respect of the hiring. In the event of the school so doing and reasonable notice being served, the hirer will be responsible for paying the increased charge. Charges are normally reviewed annually.

4.5 Damage / Additional charges

The hirer shall be responsible for the costs of making good all damage to the building, fixtures, fittings and furniture or losses there from caused either by himself his agents, servants or invitees, or by the agents, servants or invitees of any organisation for which he may act.

4.5.1 Any wilful damage will be charged to the association concerned and notification of all damages or breakages must be reported to the school.

4.6 Closing Hours

The hirer must ensure that the school premises/facilities are cleared and ready for closure by the end of the session booked.

4.7 Loss of Property

The School will not, under any circumstances, accept responsibility for liability in respect of any loss of or damage to any property, articles or things placed or left on the premises by or on behalf of the Hirer or any other persons or in connection with the function.

4.8 Children and Young People

All individuals working with children and young people must have a valid DBS check.

4.9 Health & Safety

The hirer shall appoint a 'competent person' who will be responsible for health and safety duties during the designated time of hire. Such duties could include fire evacuation procedures, ensuring that portable appliance (electrical) are checked, security of the building and activity based risk assessment.

The hirer must supply a current risk assessment.

4.10 Fire and Emergency

Hirers are required to ensure that:

4.10.1 No fire equipment is moved or tampered with, except in an emergency,

4.10.2 All emergency exits remain clear with unhampered access.

4.10.3 They are aware of and comply with the school's emergency evacuation procedures.

4.11 First Aid

The hirer should provide adequate first aid cover and details concerning appointed/qualified 'First Aiders' if intending to work with children and young people within the premises.

4.12 Food

The hirer shall ensure that all food preparation and servicing is carried out in line with food hygiene regulations and in a clean, hygienic environment. The School shall not accept responsibility for any illnesses or other difficulties relating to food consumption on our premises prepared and/or supplied by the hirer's staff, servants or agents.

4.13 Clearing Up

The accommodation/facilities hired and all equipment used must be left in a clean and tidy condition, ALL rubbish to be removed from the premises and its environs. All equipment belonging to the hirer is removed or stored at the end of the hire period.

4.14 Smoking

Smoking is not allowed in any part of the School, including the internal area of the perimeter fence. Any organisation not complying with this regulation, may jeopardise their right to use the premises.

Any damage resulting from the failure of a group adhering to the schools 'No Smoking' policy will be charged accordingly.

4.15 Political Events

No bookings will be taken for public political events.

4.16 Additional Conditions

The School reserves the right to add reasonable additional conditions to those stated above, as appropriate.

4.17 Public Liability Insurance / Indemnity

The hirer must indemnify the school against any third party claims or actions arising from their use of these premises. Hirers will be required to produce evidence to the School that they hold Public Liability insurance.

5. Any enquiries may be directed to the School Business Manager or the Facilities Manager.

Signed (Executive Headteacher)

Signed(Chair of Governors)

Reviewed: October 2020
Review Date: October 2021