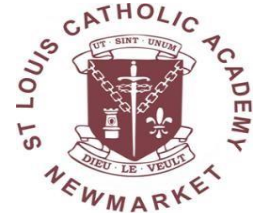


Christ at the Centre: Children at the Heart
Loving to Learn: Learning to Love



St Louis Catholic Academy
Lettings Policy 2024-2026

Approved by the Committee/Governing Body	10 th May 2024
Signature of Chair of Governors	<i>Bethan Byrne</i>
Signature of CEO OLOW	
Review date	September 2026

GENERAL

All applications for the letting of school premises shall be made through the Headteacher.

The hirer will be responsible for locking/unlocking the premises in respect of all lettings, unless specified otherwise.

TERMS & CONDITIONS

The terms and conditions on which the premises are let shall be as follows.

1. BOOKINGS & FEES

- 1.1. All Applications for the hiring of school premises must be made through the Headteacher using the appropriate *Booking Form* or other suitable system
- 1.2. Bookings can normally only be accepted for up to 6-months in advance.
- 1.3. A Booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. All bookings will be confirmed, in writing, by the Headteacher (*Please do not make any arrangements until you have received written confirmation.*)
- 1.4. The fees charged will be those in force on the day(s) of the hiring; the scale of charges is reviewed on a regular basis.
- 1.5. All charges are inclusive of caretaking, cleaning, lighting, heating and water (where applicable).
- 1.6. All charges will be invoiced and are payable within **30 days** of Invoice Date.
- 1.7. The hirer shall not assign the benefit or burden of the hiring or sub-let the premises or any part thereof.
- 1.8. The hire of rooms is usually only agreed when it provides benefit to St Louis Children and has an educational purpose, for example Holiday Activity Programme, Art Class,

2. SAFEGUARDING

- 2.1. Any organisation/club or group who attendees are children below the age of 18 are subject to School's safeguarding procedures.
- 2.2. They must provide a copy of current DBS for the staff involved in the activity and a current child protection policy that is acceptable to the School.
- 2.3. No booking will be approved without the above documents.
- 2.4. Louis Academy is committed to safeguarding and promoting the welfare of children and young people and expects organisations or clubs hiring the school to share this commitment

3. DEPOSIT

Payment for hire will be made 7 days in advance.

CANCELLATIONS

- 3.1. Notice of cancellation must be given, in writing, to the Headteacher at least 14 days before the hiring date. If notice is not received in time then the Hirer will be liable for any costs incurred. Deposits are non-refundable.
- 3.2. The Governing Body reserves the right, by notice to the hirer, to terminate the hiring at any time for reasons outside of their control and to return to the hirer any monies paid by way of deposit. The Governing Body shall not be under any liability to the hirer for any loss or damage they may sustain arising out of such termination.

4. PUBLIC LIABILITY INSURANCE

- 4.1. All Hirers must have adequate Public Liability Insurance cover as a condition of the Letting. Please enclose a copy of your own cover with this application.

5. HIRERS' RESPONSIBILITIES

The Hirer shall:

1. Vacate the premises by the time stated on the Booking Form.
2. Obtain the necessary licence if alcohol is to be sold.
3. Agree and confirm the responsible Designated Premises Supervisor
4. Agree and confirm the school's fire evacuation policy (separate)
5. Agree and confirm the school's opening and closing procedures (separate)
6. Carry out a formal risk assessment of their activities, taking into consideration everything, from equipment to premises
7. Agree that they will be responsible for opening and closing following the school's opening procedure, and that they will be responsible for anything that might happen by their lack of following procedures
8. Agree and confirm that they understand fire evacuation, fire emergency procedures
9. Agree and confirm that they have read the asbestos log-book (separate)
10. Be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the College against any infringement of copyright. 5.10 Agree and confirm that they will not attempt to repair, alter, modify in any way the premises and equipment contained within
11. Ensure that any equipment brought onto the premises and used is safe and meets the standards of any statutory requirements regarding its serviceability, control and use
12. Fireproof all scenery and props etc. to be used in any performances, in accordance with instructions issued by the County Fire Officer.
13. Observe the School's / College's '**NO SMOKING POLICY**'. All those who use the premises are kindly asked to refrain from smoking on the premises at all times.
14. Observe the School's Health & Safety Policy.
15. Comply with all applicable notices and signs.

16. Immediately evacuate the premises by the nearest Fire Exit on the sounding of the **Fire Alarm**. (*The Fire Alarm is a continuous ringing of the sounder*).
17. Inform the Headteacher immediately of any **accidents/incidents**.
18. Leave the premises and equipment as found.
19. If any additional expense is incurred, arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the school will be responsible for any such expense and charged accordingly.
20. Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the reinstatement, replacement or repair of such will be made whether as a result of the negligence of the Hirer or his/her invitees, employees or agents during the period of hire. The Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement. **Please note** that no nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
21. Hirers are also responsible for notifying the Headteacher of any defects with equipment or the property that they identify whilst using the facilities. Notification should be given to the Headteacher immediately.
22. The Hirer is responsible for the supervision of all persons attending the premises for the purpose of the hiring whilst they are on the premises or on any part of St Louis Academy, and for preserving good order.
23. The school cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises,
24. Car parks are situated at the front of the school and are in limited numbers. If your function involves many cars, the hirer is responsible for organising extra parking facilities outside the school. All vehicles are parked at the owner's risk. The School takes no responsibility for theft or damage to vehicles while parked on the premises.

6. FORM OF AGREEMENT & INDEMNITY

- 6.1. A Booking Form must be completed for each letting, giving full details of use of premises/equipment.
- 6.2. The following indemnity will be included on the Booking Form and must be signed by the Hirer before the booking can be accepted:-
- 6.3. "I certify that I am not less than 18 years of age. I have read and agree to be bound by the Terms & Conditions of Hire, for the time being in force, and I accept responsibility for the observance of the conditions and agree to pay on demand the letting charge hereby incurred.
- 6.4. I hereby indemnify the Governing Body of St Louis Academy against all claims in respect of injury, loss or damage (including damage to the premises and equipment) arising from this letting.
- 6.5. (In requiring this undertaking the Governing Body does not seek to absolve itself or any employees from liability as owners/occupiers of the premises.)"
- 6.6. The Head of school reserve the right to refuse any booking which is deemed unsuitable.

SCALE OF CHARGES

The Scale of Charges will be revised regularly.

St Louis may accept free places for children in lieu of payment when it can be demonstrated that Registered Young Carers or Disadvantaged Pupils receive benefit from free access (equal to or in excess of the room hire and usually 20% of spaces allocated free of charge to these pupils).

All lettings of the school premises shall cover the costs of heating, lighting, water, caretaking and cleaning costs.

Hiring of Rooms and Hall

SCALE OF CHARGES – TERM TIME ONLY

NORMAL HOURS and school holidays	
Monday-Friday <i>(until 6pm) daily rate per room</i>	
Location	£
Classroom	50
Hall	65