

HOLY FAMILY CATHOLIC PRIMARY SCHOOL
Seacrest Avenue BLACKPOOL FY1 2SD



"In all things, love."

Lettings policy

Date reviewed: 25/05/2025

Reviewed by: M.Barnes

Approved by Head teacher: 25/05/2026

Date of next review: 25/05/2027

Purpose and Philosophy

We are happy to let other groups and organisations make use of our buildings and grounds, when groups do not require them organised by the school. We do make a charge for use of our premises, largely to cover our own costs.

Aims

We aim to: -

- Extend the use of the school buildings by the community.
- Ensure that we offer a safe and secure environment for outside organisations to use.
- Be fair and open in our arrangements for letting our premises.
- Let the building and premises only to those organisations whose purposes are compatible with the aims of the school and the policies of the Governing Body.

Procedures

The initial contact for all lettings is the School Business Manager. She will take details and inform the Head teacher.

Each organisation using the school will be required to nominate a contact person. Such a person will be deemed in charge and be able to investigate any difficulties which may arise.

The hirer is expected to provide DBS numbers of all adults in attendance for the school SCR and will be subject to BEBCMAT safeguarding protocols whilst using our premises.

Prospective hirers will be sent a copy of this policy and booking form (see appendix).

Once the hire of the premises has been agreed, the business manager will liaise with the Site Supervisor/Blackpool security to make the necessary arrangements for opening and securing the premises.

Any organisation using the school must be properly insured and a copy provided to school. A register of all on site at any time must be taken.

Any organisation using school property must assign designated First Aid officers and be responsible for their own first aid.

The school will ensure the premises, including the toilets, are clean and in a satisfactory condition prior to the hire of the premises. We will also ensure the premises are safe and secure under the terms of the Health and Safety Act.

The school requires that any hirer ensure that the premises are left in a clean and satisfactory condition after use, including the toilets. The hirer is responsible for any breakages that occur and must notify the school immediately.

Charges

Lettings to outside organisations will be charged at the negotiated rate. Commercial Users will also have to negotiate a rate with the Head teacher.

Lettings for Parish activities will be at a rate just sufficient to cover the actual costs in terms of fuel, wear and tear and possibly an agreed fee to the Site Supervisor/security for opening and securing the premises. Basic charges will be minimal.

Monitoring and Review

Monitoring and evaluation is carried out to review the effectiveness of this policy and takes place in a number of ways:

- personal evaluation of charges made and payments received by the Head teacher, including comparisons with other schools;
- discussion with Site Supervisor as to the organisation and outcome of hiring procedures;
- Discussion with members of staff as to the impact of hiring on the day-to-day running of the school.

APPENDIX BOOKING PROCEDURES

1. The booking form needs to be completed for all requests to hire Holy Family Catholic Primary School premises.
2. The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the let.
3. By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school’s lettings policy.
4. A signed application does not guarantee the booking will be granted.
5. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and an invoice to cover the cost of the let and any additional returnable deposit required.
6. The hirer should then pay the booking invoice, in full, 28 days prior to the date of the let, and ensure that they receive a receipt of payment. This will then confirm the booking agreement. Any returnable deposit required (i.e. for special functions) must be paid immediately within 72 hours of the date the booking form was sent. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
7. Where deposits are paid, the hirer must ensure that he/she meets the representative of the Governing Body (usually the site manager) and signs for the conditions of the building on arrival. At the end of the hire period, the hirer is responsible for agreeing and collecting the Site Certificate.

8. Where applicable, the Site Certificate should be presented to school at the main office, within 48 hours (72 hours if the let takes place at the weekend) after the let in order to claim back any refund. Failure to do so will mean that the deposit is not returnable.
9. Any requests for amendments to the booking must take place at least 14 days prior to the date of the let. Where amendments are agreed, an additional administration charge of £2.00 will be payable. The hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the hirer in writing.

Holy Family Catholic Primary School

Application for Hire of School Premises

Name/'Hirer'	Date:
Organisation and Brief Aims:	
Purpose for which the requested accommodation will be used for and rooms required:	
Contact Details	
Address:	Telephone Numbers:
Postcode:	
E mail address:	
Number of People using the facilities (approximate)	Dates and Times required (include preparation time needed for setting up):
Adults: Children:	
I understand that it is my responsibility not to leave the building until Blackpool Security arrive to lock up. ☐	
I have arrangements for First Aid ☐	I have arrangements for Insurance ☐
Method of payment: Cash/Cheque (Made payable to Holy Family Catholic Primary School)	
I agree to requirements of the school Lettings Policy.	
Hirer's Name (Please print):	Signature:
Head teachers Signature:	
Date:	
Agreed Rate:	

