



Holy Family Catholic Primary School  
**Lettings Policy**



Committee Responsible for Reviewing this Policy:  
**Finance**

Member of Staff Responsible for this Policy:  
**E Allonby**

Date:  
**February 2023**

Mission Statement

Holy Family School aims to develop our children's all round potential in a happy, secure and disciplined environment. To achieve this, we are committed to a partnership of parents, carers, staff, governors and the parish. Our school is founded on faith in Jesus Christ and his teachings and we accept the guidance of the Catholic Church in establishing that foundation.

**In all things love.**



## **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 Office Manager. She will take details and inform the Head teacher as the person in charge of lettings.

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.

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 Head teacher will liaise with the Site Supervisor to make the necessary arrangements for opening and securing the premises.

Any organisation using the school must be properly insured, in addition to the Governing Body's Public Liability Insurance. A register of all on site at any time must be taken.

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 ensures that the premises are left in a clean and satisfactory condition after use, including the toilets.

## **Charges**

Lettings to outside organisations will be charged at the current local authority rate for non-commercial use. Commercial Users will 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 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.

### **BOOKING PROCEDURES**

1. The booking form (appendix 1) 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 £5.00. 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.

**Appendix 1****Holy Family Catholic Primary School  
Application for Hire of School Premises**

|  |  |
|--|--|
| <b>Name/'Hirer'</b>  | <b>Date:</b>   |
| Organisation:  |  |
| Brief aims of organisation:  |  |
| Rooms Required:  |  |
| <b>Contact Details</b>   |  |
| Address:   | Telephone Numbers:   |
| Postcode:  |  |
| E mail address:  |  |
| Number of People using the facilities (approximate)  | Dates and Times required<br>(include preparation time<br>needed for setting up): |
| Adults:                      Children:   |  |
| Purpose for which the requested accommodation will be used for:                                |  |
| Is any school equipment required? Please specify:  |  |
| <b>Insurance Details:</b>  |  |
| <b>Method of payment:</b><br>Cash/Cheque (Made payable to Holy Family Catholic Primary School) |  |
| <b>Hirer's Name (Please print):</b>  | <b>Signature:</b>  |
| <b>Headteachers Signature:</b>   | <b>Date:</b>   |
| <b>Agreed Rate:</b>  |  |