

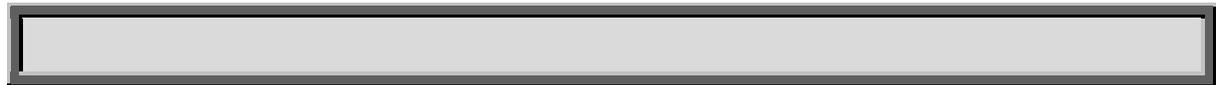


**CTKCC**  
Christ the King  
Catholic Collegiate  
Together as one community  
with Christ at the centre



## Lettings Policy

Date: June 2021  
Adopted: 20 September 2021  
Review: June 2022



### 1. Introduction

Christ the King Catholic Collegiate is committed to being at the heart of the community and supporting it. It will do this by a commitment to the education of all the young people of the community, by committing to the concept of lifelong learning and by facilitating improvements in the quality of life in the town and surrounding area. Christ the King Catholic Collegiate will support local community groups and sports, social and arts events promoting equal opportunities for and fair access for all. The benefits of this will also be felt within the Collegiate, by raising our sense of self-worth and making the schools more welcoming places for all.

### 2. Aims

- To ensure fair access to school facilities.
- To set out the circumstances under which the schools may refuse use of facilities.
- To confirm the rights of the schools to make reasonable charges for use of facilities.

### 3. Statement of Intent

- The Board of Directors of Christ the King Catholic Collegiate accepts its responsibility to administer the letting of the school premises.
- The Board of Directors will delegate day-to-day responsibility for lettings to the Headteacher of each school.

The Board of Directors of Christ the King Catholic Collegiate will allow the use of premises in the following order of priority:

- the Board of Directors and School activities
- the Church and its organisations will be given priority over other external organisations
- recognised concessionary users, i.e. voluntary organisations and charities
- For-Profit organisations.

#### **4. Policy Strategies**

The Multi Academy publishes a list of charges as a basis for booking facilities. Each school, via the Headteacher, may refuse use of facilities on reasonable grounds. These include (but are not limited to) the following:

- Unreasonable hours.
- Unreasonable disturbance to local residents.
- Non-availability of staff (e.g. premises) or facilities.
- Health & safety considerations.
- Potential damage or wear and tear.
- Disruption of other school/community activities on site.
- Lack of security/supervision.
- Detriment to community relations and community cohesion.
- Use of the facilities for political purposes.
- Conflict with Academy/LEA policies.

#### **5. Free Use of Premises**

If the Headteacher deems an activity to be in support of the core area of the school then he/she may decide on no charge or a reduced charge for its use. Occasional lettings/events arranged by associate primary/secondary schools and colleges may also be agreed on a no charge or a reduced charge basis at the Headteacher's discretion, subject to cost considerations.

#### **6. Responsibilities**

The Diocese owns the land and buildings of the school; these are held on trust for the benefit of the school and are subject to the provisions of the Trust.

- The Board of Directors of Christ the King Catholic Collegiate has responsibility for day to day control over the Academy premises and for agreeing the policy for use of the premises.
- The Headteacher at each school is responsible for implementing the policy and ensuring that all relevant staff are aware of its main provisions.
- It is the responsibility of a potential user of the premises to demonstrate to the respective Headteacher that use of the premises will not give rise to concerns outlined above.

The Board of Directors of Christ the King Catholic Collegiate will set and annually review charges for lettings.

## **7. Conditions of Hire**

- Acceptance of Conditions. The hiring of School accommodation is permitted only on these conditions. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.
- Nominated organiser. The hirer must nominate at least one person who will be on site during the period of the actual hiring to ensure these conditions are adhered to. This person must make her/himself known to the premises staff at the start of the letting.
- Areas hired. The hirer must ensure that only the areas hired are used and that food is not taken outside the hall / dining room.
- The hirer shall not assign or sublet the premises or any part of the premises.
- The hirer is responsible for ensuring that the let finishes promptly. The Academy will charge for the extra costs incurred for any delay.
- Behaviour and Supervision. Attendees must be supervised at all times within the building and grounds. The hirer will be responsible for ensuring the good behaviour of all those attending the activity, including keeping noise at a reasonable level as determined by on-site staff.
- Periods of hire. The hirer must ensure that the event does not exceed the times booked
- Numbers. The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the school. Failure to comply with this condition will result in the immediate termination of the letting without refund.
- The hirer is responsible for carrying out a risk assessment. The Academy may require the hirer to provide a copy of this assessment to the Premises Supervisor.
- Cleaning. The hirer must leave the areas used, including the school grounds, in a reasonable state of cleanliness. Failure to do so will result in a bill being raised for extra cleaning. All rubbish is to be placed in black bags which must be deposited in the external refuse bins. If the hirer fails to leave the premises clean, neat and tidy the cost of cleaning will be passed to the hirer.
- Fire. The hirer must make her/himself aware of the fire evacuation procedures relating to the area hired and must ensure that all fire exits are kept clear during the letting.
- Health and Safety. The hirer must make her/himself aware of the schools' Health and Safety Policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare. The hirer is to ensure suitably qualified persons are present to be responsible for the supervision of the premises and the conduct of those attending, so as to avoid personal danger and damage to property.
- School equipment, fabric and fittings. No use may be made of equipment without the prior agreement of the school and the hirer must

not interfere with the fabric, fittings or contents of the premises in any way. The hirer shall be responsible for the reimbursement in full on demand, of any damage occasioned by users of the premises, furniture, apparatus and equipment. Any damage is to be reported to premises staff.

- Hirer's property. Permission should be obtained from the school in advance if the hirer wants to bring electrical equipment onto the premises. All electrical appliances brought onto Academy premises must have an in-date Portable Appliance Test (PAT). Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises. The hirer should provide insurance for these items.
- Right of access. The Board of Directors (or its representative) reserve the right of access to the premises during the letting.
- Own Risk. It is the hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.
- Accident or Injury. The Directors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting. The hirer is responsible for obtaining their own Public Liability Insurance and will be expected to satisfy the Board of Directors (or its representative) of such at the time of booking. A copy of the insurance certificate will be required at the time of booking.
- Private vehicles. The parking of vehicles on school premises is entirely at the owner's risk. The owners of such vehicles will be held responsible for any damage they may occasion to the school's property or injury to any person, whether connected with the school or not, while their vehicle is on the school's premises. Parking must only take place in areas designated by premises staff.
- Alcohol. Alcohol may not be sold or consumed within the Schools premises and grounds, without the permission of the Directors. If permission is given, alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the hirer to obtain and show the licence to the Headteacher in advance of the letting.
- Smoking. **No Smoking** is allowed anywhere on school premises or grounds.
- Musical Works and Copyright. No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.
- Public Entertainment. Film, musical, dancing (including disco) and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or if tickets

are to be sold at the door or offered to the public, it is the hirer's responsibility to inform the Local Authority Entertainments Licensing Enforcement Officer and obtain an Occasional Licence.

- Where the Chief Fire Officer or Licensing Authority requires additional facilities for the purpose of a letting, which are not already in place, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.

## **8. Duty Premises staff responsibilities**

The Duty Premises Supervisor is the Academy's representative and is responsible throughout the period of hire for making sure that, before, during and at the end of the letting, the following are adhered to:

- That the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the Academy.
- That the premises are in a safe and satisfactory condition for the Hirer.
- That the premises remain secure during the let by regularly patrolling and monitoring of the entrance(s) being used.
- That the premises are checked before and at the end of the let (with a representative of the Hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition.
- That where the same accommodation is hired by more than one group on the same day, the accommodation is checked between each letting.
- That, as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or result in damage to the Academy or its contents.
- That, in the event of an emergency, appropriate assistance (e.g. ambulance) is summoned. In the event of a fire alarm being triggered, ensuring that all persons follow the fire instructions in clearing the building.
- Duty supervisors cannot change any aspect of these conditions of hire.
- Duty supervisors will do their best to ensure your event runs smoothly. On rare occasions things can go wrong. If they do we will do our best to put things right in a friendly and helpful manner.
- Our staff will treat you with respect and courtesy. We ask that our staff are treated the same way and are not insulted, abused or threatened.

## **9. Hire charges**

Note that hire charges will at least cover the cost of:

- Services (heat & light)
- staffing (premises staff)
- Administration

- Wear & tear (sinking fund)
- VAT at the applicable rate

A schedule of hire charges can be found at Annex A.

## **10. Application for hire of Academy premises**

The application form for the hire of Academy facilities is to be fully completed and submitted a minimum of 4 weeks prior to the date required. For single hire agreements, two cheques made out to 'Christ the King Catholic Collegiate' will be required with the application form, breakdown as follows:

- A cheque for 50% of the total hire fee.
- A cheque for £100 by way of a deposit. This will be returned on completion of the hire providing all the conditions of hire have been met.

The balance of the hire charge is to be paid a minimum of 14 days prior to the commencement of hire.

Regular full year/term time hirers will be invoiced monthly in advance of the hire for the whole monthly amount.

Unsuccessful applications will be notified and the cheque's returned as soon as possible.

The Application for Hire of Academy Premises can be found at Annex B. The Academy is responsible for notifying the hirer of the approval of hire applications as soon as possible using Annex C.

## **11. Cancellation of hire**

The hirer may cancel the request for hire and receive a full refund providing the cancellation, in writing, is received a minimum of 14 days prior to the commencement of hire.

Cancellations received after this date will incur a cancellation fee of 20% of the total hire fee.

## **12. Reporting of letting activities**

The Academy is to maintain records of the frequency of hiring's and the associated charges. These records are required for audit purposes and are to be retained accordingly. The report at Annex D is to be used to record the details of each let and a copy is to form part of the month end procedures to be submitted to the MAC Business Manager.

**LETTING RATES<sup>1</sup>**

Room/Facility	Hourly Rate (min 1hr)	Morning Rate 8.00am – 12.00pm	Afternoon Rate 12.30pm – 4.30pm	Daily Rate	Evening Rate 5.00pm – 10.00pm	Full Weekend Rate
	£	£	£	£	£	£
Main Hall	50.00	170.00	170.00	300.00	200.00	510.00
Gym	50.00	170.00	170.00	300.00	200.00	510.00
Library	40.00	120.00	120.00	204.00	150.00	350.00
Standard Classroom	30	102.00	102.00	175.00	125.00	300.00
Meeting Room	25	85.00	85.00	140.00	100.00	240.00
Dance Studio	30	102.00	102.00	175.00	125.00	300.00
Staging	25	85.00	85.00	140.00	120.00	240.00
6 <sup>th</sup> Form Centre <sup>2</sup>	40.00	120.00	120.00	204.00	150.00	350.00

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<sup>1</sup> The size of facilities varies from school to school and these prices are based on St John Fisher Catholic College. Primary School Headteachers will adjust prices in accordance with their own facilities and inform the hirer accordingly.

<sup>2</sup> St John Fisher Catholic College only. Please contact the school for further information.



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**APPLICATION FOR THE HIRE OF ACADEMY PREMISES**

Name of Organisation/Business								
Registered Address of Organisation/Business (for invoicing purposes)								
Nature of Organisation/Business								
Contact Name (if different from above)								
Contact Address (if different from above)								
Telephone Number(s)								
Type of Activity to be undertaken								
<b>Area(s) to be hired:</b>								
Main Hall								
Gym								
Changing Rooms (Male/Female)*								
No. of Classrooms								
Meeting Room								
Library								
Staging								
Dance Studio								
6 <sup>th</sup> Form Area								
Date and times of Hire/Function (for single use):								
Date: __/__/20__      Time: From ..... To .....								
<i>Please note: You must include sufficient time to prepare and clear up when indicating the hours required.</i>								
	<table border="1"> <tr> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thurs</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> </table>	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mon	Tues	Wed	Thurs	Fri	Sat	Sun		

Annex B

For <b>regular use</b> , please tick day required.							
Time: From ..... To .....							
<b>Full time / Term time only*</b>							
<b>Dates of hire:</b>							
Numbers attending							
<b>Area(s) to be hired:</b>							
Main Hall							
Gym							
Changing Rooms (Male/Female)*							
No. of Classrooms							
Meeting Room							
Library							
Staging							
Dance Studio							
6 <sup>th</sup> Form Area							

Block bookings for regular hires will be invoiced one month in advance.

*I have read the Conditions of Hire and discussed the hiring of the premises with the Academy. I agree to abide by all the conditions.*

Name (please print):

Date:

Signed (on behalf of the hirer):

Please sign and date this form and return to the Academy school. For a single hire of premises, please also enclose a cheque for 50% of the total cost of hire and a separate cheque for £100 deposit\*\*. Cheques must be made payable to '**Christ the King Catholic Collegiate**'. Post-dated cheques cannot be accepted.

For office use only

Academy School hire reference number:

Date hire agreed:

Date permit to use Academy premises returned to hirer:

\* Delete as applicable

\*\* This will be returned on completion of the hire providing all the conditions of hire have been met.



**PERMIT TO USE ACADEMY PREMISES**

Premises to be hired **[Insert name of Academy]**

The Board of Directors has approved your application for the use of the premises of the above named school:

Name of hirer:		
Address:		
Telephone Number:		
Date of hire:		
Hours	From:	To:
Details of area(s) agreed:		

The charge for this occasion of hire will be\_\_\_\_\_. All cheques are to be made payable to Christ the King Catholic Collegiate.

Your use of the premises will be subject to the terms and conditions within the lettings policy and any other regulation stipulated below.

Please sign and return one copy of this agreement as soon as possible to confirm your acceptance of the conditions.

Signed:

Date:

For and on behalf of:

Academy School hire reference number:

Christ the King Catholic Collegiate Multi Academy Company

*Insert School Name*

**RECORD OF LETTINGS**

Name of Organisation	Area(s) Let	Date of Letting	Time of Letting	Total Cost of Hire (£)	Remarks