



**St Edward's Catholic First School**  
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## **Lettings Policy**

It is the policy of the Governing Body of St. Edward's Catholic First School to maximise the use of the school for the benefit of the local community without detriment to the school or its site. To this end groups and individuals may hire certain of the school's facilities subject to availability and in accordance with the terms and conditions of hire as determined by the school governors.

The Governors delegate the day to day decision making to the Headteacher, or her representative, who will liaise with a member of the Sites and Building committee if it is deemed advisable and a second opinion is required regarding the group putting forward the letting application. The Headteacher will arrange for the necessary accounting and administrative procedures.

### **Groups to whom the hall will be let:**

- Friends Association and Governing Body and Support Staff at nil charge
- Youth and Community Groups. Applications for groups registered with the County Council's Youth and Community Service should be made through the Youth and Community Service
- Parish Organisations
- Local Community organisations at the discretion of the Governors
- Private persons known to the parish or the school.
- Registered Charity Groups at 75% of the standard rates.

The school is not able to accept bookings from political parties and reserves the right to refuse bookings.

### **The following charges will apply:**

- The school hall: £40 per hour
- Use of school grounds to include use of classroom and toilets £40 per hour
- A 40% surcharge will be incurred by Sunday lettings.
- Charges will reviewed in April each year by the Finance Committee
- Regular lettings will be invoiced termly and payment required within seven days.

- For single events lettings payments will be required at least 3 days before the event is due to take place.
- At least 3 days notice of cancellation is required otherwise hirers may be invoiced for the full time charge.
- Items subject to VAT will be shown separately on invoices

## **Insurance**

The Royal Borough of Windsor and Maidenhead “Contract for Hire of School” will apply. Unless a hirer can demonstrate that they have their own public liability insurance of £5 million, a charge of 10.4% will added to the charges above:

## **Procedure for applications**

A Windsor and Maidenhead Council application form will be filled in by the hirer 14 days prior to the proposed date of hiring. Documented evidence of insurance Cover should be attached.

Confirmation or otherwise of the booking will be given in writing within 5 days of receipt of the application to hire form.

The hirer will be expected to comply strictly with the conditions of hire as detailed on the reverse side of the application form.

A refundable deposit related to the period of hire will be required from hirers wishing to use the school for single functions.

## **Use of Equipment**

Use of school equipment is by agreement with the Headteacher and VAT will need to be charged on the use of the additional equipment. The installation of any additional equipment should be carried out by competent personnel. In the event of damage to school property or equipment, or in the event of additional cleaning being required (the stated hire charge allows for half an hour cleaning after the event) the deposit will be adjusted accordingly and only the balance if any refunded to the hirer. If additional costs exceed the deposit an additional invoice for the balance will be issued.

## **Health and Safety Regulations**

It is the duty of the hirer to comply with the school’s Fire Regulations and Health and Safety Policy, copies. The hirer should have access to First Aid Supplies and a record of emergency contact telephone numbers.

## **Caretaker**

The Caretaker will be paid to open up/close the premises half an hour before and after the let, at time and a half.

Additional payment will be paid after 8pm as an “unsocial hours” payment. These will incur a higher Caretaker charge to be agreed with the Caretaker.

The school's representative has the authority to take any necessary action to protect the school's interest during any particular letting.

Please see the School Lettings Conditions attached.

<b>Reviewed:</b>	School Business Manager	June 2023
<b>Approved:</b>	FGB	29 <sup>th</sup> June 2023
<b>Ratified:</b>	FGB	29 <sup>th</sup> June 2023
<b>Review frequency</b>	Annually	

ST EDWARDS CATHOILC FIRST SCHOOL



**CONTRACT FOR THE HIRE OF SCHOOL ACCOMMODATION AND EQUIPMENT BY INDIVIDUALS, FIRMS AND COMPANIES.**

CONTRACTS ARE NOT ENTERED INTO WITH A CLUB. IF HIRING IS REQUIRED ON BEHALF OF A CLUB THE CONTRACTING PARTIES SHALL BE THE SCHOOL AND AN OFFICER OF THE CLUB AND THE HIRER SHALL BE LIABLE TO THE SCHOOL FOR ALL DEBTS THAT SHALL ARISE UNDER THIS AGREEMENT.

IN CONSIDERATION OF.....SCHOOL AGREEING TO LET ME

NAME .....

ADDRESS .....

POSTCODE..... TELEPHONE NO .....

OCCUPATION .....

The following accommodation (state your requirements/rooms/hall/accommodation/etc .....

PLUS (where applicable) any additional equipment (e.g. School Piano/Radio/TV/Shower facilities etc.

Please specify.....

FOR THE PURPOSE OF (State purpose of Letting).....

ON (Insert Date(s) .....

FROM (Insert Times).....to.....IN ACCORDANCE WITH THE SCHOOL'S LETTING POLICY, CONDITIONS OF HIRE AND SCALE OF CHARGES.

I HEREBY AGREE:

- 1 To hire and use the said accommodation/equipment in accordance with the schools lettings policy and conditions and charges which I confirm that I have seen and read.
- 2 That the School may at its discretion demand full payment of its charges or part thereof in advance be it before or during the duration of this agreement whereupon I shall pay the School's charges on demand.
- 3 That I have read, understood and shall observe and fulfil all the following Conditions:
  - a) I agree that all requirements relevant to the letting will be complied with including obtaining an necessary licence (e.g. for the sale of intoxicating liquor) and that all personnel employed by the hirer or involved in any activity concerned will be advised of these conditions
  - b) I shall not bring any dangerous or toxic substances on to the premises
  - c) Three clear days notice is required in the event of the need to cancel a booking. If due notice is not given I will be required to pay the full hire charge

- d) VAT may be applicable in certain circumstances and for certain lettings. I have enquired at the time of booking whether VAT is payable
- e) I will ensure that a responsible person will be present on the premises at all times during the period for the letting
- f) I accept full responsibility for the damages to or theft of the School's and the Royal Borough of Windsor & Maidenhead's property occurring during the period for which the premises are hired
- g) I shall notify the School of any damage resulting from the hire of the premises within 24 hours of such hire
- h) Any cleaning undertaken which, in the opinion of the Officers of the School, occurs as a result of the hiring and outside the scope of the agreed hire charge, will be charged to me at the appropriate rate
- i) The School and the Royal Borough of Windsor and Maidenhead accepts no responsibility whatsoever and howsoever caused, for the loss of personal property brought into or left in the premises during the letting
- j) If I discover a hazard in regard to access to School premises or the equipment to be used, I shall take action to make the School's representative aware of the hazard
- k) I agree that no equipment will be used without the prior approval of the Headteacher of the School or the School's representative, as the case may be, and that the installation of my equipment will be carried out by competent personnel
- l) I accept that I should familiarise myself with the position of telephones, escape routes, fire alarms and fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire will also be studied and the information passed on by me to the users and any other person concerned
- m) I shall not during the hire period cause or permit any nuisance or annoyance to any other users of the premises or to persons living in the locality of the premises
- n) I shall indemnify the School and the Royal Borough of Windsor & Maidenhead against all claims, costs, demands, expenses, actions or liabilities howsoever caused, arising from the use of the premises including, where appropriate from the use of the swimming pool by myself apart from claims and actions arising through the negligence of the Royal Borough of Windsor & Maidenhead, its servants or agents, the School or its governing body
- o) I further agree to effect Third Party insurance against any legal liability for loss, damage, demand or proceedings whatsoever, arising under any statute or at common law for damage to property, which shall include the hire premises, or personal injury or death of any person whosoever, caused during or by circumstances arising from, related to or connected with the hire of the premises on the following basis:-
  - I. Accidental bodily injury including death to third parties and further in respect of damage to their property - not less than £5million
  - II. Accidental damage caused by fire to the premises on hire - £5million
  - III. Accidental damage caused to the premises on hire other than fire

In accordance with Paragraph (o), I agree to demonstrate that my own insurance cover satisfies the specified conditions. Where the hire does not form part of a regular hire, i.e. on a weekly or monthly basis then a minimum charge of £5 will apply or 12% whichever is the

greater. Where this charge is levied, the hirer should note that there is an excess of £250 in respect of paragraph (o) hereof and that the insurance does NOT provide cover for Political Parties or Professional Entertainers.

p) I acknowledge that should I fail to pay the hire charge or any part thereof the School or the Royal Borough of Windsor & Maidenhead may pursue this as a debt and shall be entitled to charge interest on any amount outstanding after the date on which it has become due i.e. within one month from the date of the account.

SIGNATURE OF HIRER..... (individual)

OR

AUTHORISED SIGNATORY ..... on behalf of company)

POSITION ..... DATE .....

WITNESSED BY ..... (NAME OF WITNESS, Block Letters)

(Signature).....

ADDRESS OF WITNESS .....

..... POSTCODE.....

OCCUPATION .....

The account in respect of payment for hire of the said accommodation/equipment should be forwarded to .....

If the hirer is a firm this Agreement must be signed by a partner of the firm. If the applicant is a limited company this Agreement must be signed by a director or the secretary of the company. This form is to be returned to the school concerned at least 7 days before the proposed date of letting.