

St. Thomas of Canterbury Catholic Primary School

A member of the St Francis of Assisi Catholic Academy Trust

Hirings, Lettings and Community Use Procedures

'Learn, love and respect through Jesus'

Reviewed March 2025

Generally

These procedures are governed by the St Francis of Assisi Catholic Academy Trust's Lettings Policy. Under this policy The Trust delegates the organisation of lettings to the Headteachers, School Business Managers or equivalent of the academies.

Under that Policy, St Thomas' is responsible for

Its own lettings procedures which the Headteacher is responsible for,
Headteachers and their staff are responsible for implementing their procedures and ensuring correct procedures

Each Headteacher is aware of their responsibilities relating to the lettings policy and their own procedures

Headteachers are aware that they are responsible for making sure that School Business Managers and/or Site Staff know their responsibilities in relation to this policy

The School Business Managers/Site Staff are responsible for ensuring the correct procedures are followed in relation to lettings

Hirers are responsible for adhering to the terms and conditions of the let.

School Procedures

The Head Teacher shall be the Hirings and Lettings Manager and the Office Manager shall undertake the administration of lettings.

This document covers the use of the school premises by external hirers and for school promoted activities e.g. those of the Parent Teachers Association (PTA). It categorises the priority for the use of the premises and the charges, if any, to be levied for such usage.

The Head Teacher will consider each application giving consideration to the Catholic ethos of the school and, if appropriate, will consult the Chair of Premises & Finance Committee before authorising any letting.

The Local Authority may require the Local Governing Body to make the premises available for particular activities such as planning consultations, acting in Civil Emergencies, other public consultations, youth/community service, elections and adult education.

The Site Manager or other person nominated by the Head Teacher will undertake paid duties in relation to the above.

If there have been any lettings during the financial year, a report of the Hiring and Lettings income and expenditure will be presented to the Local Governing Body at the meeting in the Summer Term,

In exceptional circumstances a hirer who is not a member of the Local Governing Body or a member of staff may be permitted to hold the school keys, subject to conditions, as appropriate, to be decided by the Head Teacher.

The Local Governing Body must ensure that they do not contravene the following legislation when letting the school premises.

- Representation of the People Act 2013
- Health and Safety at Work Act 2015
- Sex Discrimination Act 2010
- Licensing Act 2003
- Gaming Lotteries (amendment) Act 2019
- Sunday Trading Act 1994
- Theatres Act 1968
- Cinemas Act 1985
- The Special Educational Needs Disability Act 2015
- Human Rights Act 2010
- Equality Act 2010

If the Head Teacher is in any doubt that a group making an enquiry concerning the premises may contravene any of the above Acts, further advice on the legislation can be obtained from the Legal Advice Help line at Hertfordshire County Council.

The Local Governing Body has identified the following groups for which no charge will be made:

- Parent Teachers Association
- The Catholic Parish Community of Puckeridge and Old Hall Green.
- Educational Groups (a charge will be made for Forest School Activities, including CPD for staff from other schools and Enrichment Days for children).

Permission must be sought for the use of the kitchen from the Head of Kitchen.

It must be emphasised that the Head Teacher must be consulted over the use of the school premises by the Parish Priest or those acting on his behalf.

Any agreement to hire the school premises may be terminated at the discretion of the Head Teacher. There is no appeal to this decision.

All Hirers are to be given a copy of this document together with a Lettings Indemnity

Form which must be completed and signed by the Hirer prior to the hiring being approved.

Hiring Charges

The charges for lettings will take into consideration basic running costs e.g. heating, lighting, caretaking, cleaning etc. The Hiring Charge will be determined by the Head Teacher in consultation with the Chair of Governors at the time of an enquiry being received from a prospective Hirer.

The Hirer is required to pay, in addition to the Hire Charge, an Insurance Premium equal to 10% of the Hire Charge. A minimum payment of £1.00 per session is required. The HCC Third Party Hirers Insurance Scheme (TPH) applies in this regard.

Regular hirers will be given one month's written notice by the Head Teacher of the school's intention to increase the hire charge.

Public Liability Insurance

Hiring will not proceed unless there is Public Liability Insurance. The individual hirer must take out his/her own Public Liability Insurance (minimum of £5 million cover). The hirer must provide the appropriate documentation to the Head Teacher to confirm that the Public Liability Insurance is in place for the period of hire.

Health and Safety

All current Health and Safety Legislation and Regulations must be observed. Hirers must be shown the location of fire exits and fire extinguishers.

In certain circumstances where the School Premises are to be used by vulnerable persons, the Head Teacher will ensure that any DBS Certificate(s) are held by the Hirer and others involved in supervising the hiring. Failure to provide such Certificates will result in the hire not proceeding.

Maximum numbers permitted for:

Use of the School Hall(s): 120
Exercise Groups with an Instructor: 30

The East Herts District Council Licensing Officer will visit the school either independently or with an Officer from the Fire Service to advise upon the occupancy figures, number and location of exits, and evacuation speeds.

There shall be no smoking inside the premises or within the school grounds.

The Hirer shall ensure that the main entrance and all other doors, including fire exit doors, are adequately supervised for the duration of the hire.

Consideration must be given to local residents in relation to noise and car parking.

The Hirer must ensure that the premises are left in a clean and tidy condition and that all litter and rubbish is removed from the school.

Hiring Period

Notices advertising events taking place at the school may only be placed on the school's notice board with the permission of the Head Teacher.

The start/finish time (including setting up and clearing up time) of the hire must be stipulated at the time of booking. There will be a minimum hire period of one hour. Periods of more than one hour will be rounded to the nearest quarter of an hour

Hiring will only be allowed during the working week (Monday – Friday) and on Saturdays.

There will be a trial period of three months granted to regular bookings.

Responsibilities of the Site Manager.

The Site Manager or other person(s) designated by the Head Teacher will be responsible for unlocking and locking the premises in connection with a Hire/Letting and, if appropriate, will be paid to undertake such duties.

It will be the responsibility of the Hirer to clean up after use of the premises and should provide appropriate materials for this purpose. These must be removed from the school premises at the end of the Hire period.

In the absence of the Site Manager, the Head Teacher or delegated key holder will deputise.

Occasions when the written consent of the Head Teacher will be required:

- Services or installations are to be interfered with e.g electricity or electrical equipment, IT equipment, kitchen equipment
- Nails, screws or adhesives are to be fixed to any part of the buildings
- Platforms or stages are to be set up
- Use of the premises on Bank Holidays or during School Holidays.
- Use of loudspeakers or other outside equipment.
- Sale of alcohol

Fire Safety Precautions.

The hirer will be directed to the Health and Safety Policy on the [School website](#). The hirer should pay particular attention to Appendices 4 and 5 dealing with Fire safety. They should familiarise themselves with the location of alarm trigger points, fire-fighting equipment and the assembly point (playground away from building). The hirer should also ensure that they keep a register of people attending a session so that this can be used to account for people in the event of an evacuation.

Safeguarding.

The hirer will be directed to the Safeguarding Policy on the [school website](#). By signing the Lettings Indemnity Form the hirer is agreeing to abide by the school's Safeguarding Policy.

In the event the hirer is operating as a business and has their own Safeguarding policy/arrangements then a copy should be provided to the school. Hirers should be aware that even if they have no children participating in their club, they still have Safeguarding responsibilities regarding vulnerable adults and should ensure that the responsible person has undertaken appropriate training.

Use of Kitchen Facilities.

The kitchen may only be used in consultation with the Head of the Kitchen. The Head Teacher does not have authority to grant permission to use this facility. The Hirer must comply with the 'Guidelines for the Safe Preparation of Food for consumption' if food is to be made available during the hire period. (refer to HCC website)

Alcoholic Drinks.

If approval is given by the Head Teacher to sell alcoholic drinks it will be the responsibly of the hirer to obtain the appropriate permission/licences from East Herts District Council before the hire agreement will be confirmed.

Going forward these procedures must be reviewed in June of every year.