



*Have faith...believe you can!*

## LETTINGS POLICY

Date for review: September 2021

The following policy is supplemental to the Xavier Catholic Education Trust Lettings Policy.

***St John the Baptist School is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of school premises to share this commitment. All hirers working with children are required to have DBS disclosure at an appropriate level for those individuals working in school premises on behalf of the hirer and to comply with the legislation relating to Safeguarding children and vulnerable adults.***

***Hirers are required to advise the school of the DBS clearance numbers of all their staff who will be on the school site at any time. It is the responsibility of the Hirer to advise the school of any changes.***

***Hirers will be expected to either adhere to the Safeguarding Policy of the school (available on request or via <https://www.sjb.surrey.sch.uk/parents/policies.php> or to have their own defined policy in place which must be available for inspection on request.***

***The following applies to all bookings/lettings:***

### Booking Procedure

1. Bookings are at the discretion of St. John the Baptist School whose decision shall be final in all matters concerning the booking.
2. Booking requests must be made on the appropriate form and be sent via email to the Facilities and Contracts Manager on [lettings@sjb.surrey.sch.uk](mailto:lettings@sjb.surrey.sch.uk)
3. Booking requests are not deemed confirmed until the hirer has:
  - a. Received a confirmation email from St. John the Baptist School.
  - b. Paid the agreed hire rate at least 7 days prior to the start date of the booking/block.

### Charges and Payment

4. The hirer agrees to pay the fees set out in the signed agreement. Details of the rates can be found on the *Hire Costs Document* available on our website.
5. For regular bookings (defined as those occurring once per month or more) there will be at least three month's notice for any cancellation of a booking made by the hirer. Repayment will not be made if cancellation notice is less than three months and/or if written confirmation is not supplied.
6. For adhoc bookings (defined as those occurring less than once per month) there will be at least two week's notice for any cancellation of a booking made by the hirer. Repayment will not be made if cancellation notice is less than two weeks and/or if written confirmation is not supplied.
7. The fitness suite can only be booked out for a minimum of 1 hour per week for 10 weeks.

8. Payment of the appropriate charges should be made **at least 7 working days prior to the booking** by cash or cheque (all cheques made payable to St John the Baptist School).
9. A schedule of payments for block bookings will be agreed between the hirer and St John the Baptist School and will be detailed in the attached contract of hire.

Damage:

10. The hire fee includes basic cleaning, however, the hirer agrees to reimburse any additional costs incurred by the school in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the school.
11. All losses or damage however caused and of whatever nature to school premises or equipment, whether provided by the school or any other body or person shall be the responsibility of the hirer. They must be reported promptly by email to [lettings@sjb.surrey.sch.uk](mailto:lettings@sjb.surrey.sch.uk) and must be paid for in full.
12. Hirers shall ensure that they have adequate insurance arrangements to cover their responsibilities.
13. All hirers must comply with GDPR regulations where relevant.

Insurance:

14. It is vital that all user groups / individuals are appropriately insured. Organisations must forward an up-to-date certificate (copy accepted) demonstrating public liability insurance to the minimum value of £5 million pounds. Alternatively, 5% (a minimum of £5) will be added to the cost of the booking as payment for the school providing cover.

Liability:

15. St John the Baptist School accept no responsibility for:
  - a. Any damage to or thefts from vehicles brought onto the school premises.
  - b. Loss or damage to any item of personal property, goods or articles unless caused by the wilful default or negligence of the school or its servants.
  - c. The facilities being unavailable or temporarily closed for any reason which is beyond its control.

General terms:

16. The following terms must be adhered to otherwise St John the Baptist School reserves the right to cancel a booking without refund:
  - a. The premises/facilities will be left in good order and vacated no later than the time stated on the booking.
  - b. A hirer must not sub-let to another party.
  - c. No intoxicating liquor will be brought onto or consumed on the school premises.
  - d. No animals are allowed on site at anytime.
  - e. No food or drink, including chewing gum, is to be taken onto the carpeted surface and/or the sports hall/dance studio floor. This must be consumed outside.
  - f. All litter is to be disposed of in the bins provided or taken away.
  - g. No preparations are to be applied to the floor.
  - h. Only light soled sports shoes must be worn in the sports hall and dance studios.
  - i. No football boots, studs or cleats are to be worn on the All Weather Pitches/Courts/Nets (MUGA).
  - j. Where it is necessary to move goals, the attached wheels must be used. They must be moved back at the end of the booked period.
  - k. The climbing wall may only be used by hirers with the appropriate training and qualifications. It is the responsibility of the hirer to ensure these are in place and a copy must be provided at the time of booking.
  - l. Seating accommodation in the rooms booked may be used but must be put back as found. The hirer must make their own arrangements for any additional chairs, tables, etc., required for the event, and for removing them before the school re-opens.
  - m. Any use of ICT equipment must be agreed in writing in advance. The hirer will attend a brief training session provided by our Network Team prior to use.
  - n. There must be no infringement on copyright, and in the case of music, the requirements of the Performing Rights Society must be fulfilled.
  - o. The school operates a No Smoking Policy anywhere on the premises.

17. The hirer shall be responsible for ensuring that those persons attending the facility do not cause a nuisance to those persons living within the vicinity of the facilities. Participants / spectators should enter and leave the premises as quietly as possible.
18. The hirer shall be responsible for ensuring that spectators are kept at a safe distance from the area in which the sporting activity is taking place.
19. School events will take priority over external bookings. However, where a booking coincides with school events, clubs/individuals will be given as much notice as possible, and will endeavour to make alternative arrangements to minimise any inconvenience.
20. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and WC accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.
21. Any dispute on the use of school facilities or school equipment out of normal school hours shall be referred to the School Lettings Coordinator ([lettings@sjb.surrey.sch.uk](mailto:lettings@sjb.surrey.sch.uk))
22. Power of Revocation:
  - a. The School reserve the right to revoke, without notice, any contract for the hire of the school premises.
  - b. The school are empowered to withdraw, without notice, permission to use school playing fields, when such playing fields are unfit to use.
  - c. If school premises are hired, and for any reason whatever are not available for use by the hirers, the school shall not be liable for any loss or damage of whatever nature, howsoever arising.

#### Emergency evacuation procedures

23. The hirer must make all their users and guests aware that they (i.e. all users and their guests) are required to familiarise themselves with the Emergency Procedures. Organisers are responsible for communicating the Health & Safety procedures and Emergency Evacuation Procedure to their group as soon as possible after their arrival at the facilities. This must include reference to emergency routes and exits. After 6.15pm and at weekends the out of hours' contractor/Fire Brigade will respond in the event of a Fire Alarm.  
The hirer must:
  - ensure that all users and guests evacuate the building immediately and meet at the designated assembly point between the all-weather courts and the car park
  - check that all users and guests are present
  - wait for the out of hours' contractor/Fire Brigade to arrive and to be given permission to re-enter the building