



# ST JAMES'

## CATHOLIC HIGH SCHOOL

### Lettings Policy

Policy Owner	School Business Manager
Responsible Committee	Leadership and Strategy Committee
Date of Adoption	December 2020
Date of Review	December 2021
Date of Next Review	December 2022

**St James' Mission Statement:**

*To ensure everyone within our school **family** achieves their full potential,  
to encourage learning and development through **faith**,  
and to strive for **excellence***

**Rationale:**

The Governing Board of St James Catholic High School regards the school buildings and grounds (which are owned by the Trustees of the Diocese of Shrewsbury) as a community asset and will make every reasonable effort to enable them to be used as much as possible.

**Aims:**

- To set out the basis under which school facilities may be used by third parties when not required by the school itself.
- To provide instructions for the school management on how such lettings should be managed.



## **1. Policy Statement**

The Governing Board of St James' Catholic High School is able to provide assurances that the Community Facilities are accessible for community use and we agree to make these facilities available outside of the school hours through controlled lettings under the management of the school. This statement includes all facilities to be made available to the community, which extends beyond the school's sports facilities. The basis on which this assurance is made is as follows:

- That the needs of the school, that is the Head Teacher, staff and pupils, shall be given absolute priority
- That use for school purposes e.g. School Clubs, Home and School Association, Parent Voice Group and Governors meetings, shall not incur any lettings charges
- That the Lettings tariff is defined by agreement between the Site Manager and Business Manager and agreed by the School Governors. This is reviewed annually during the Autumn term or more frequently should the need arise
- That on enquiry, all potential hirers will be given a copy of the Booking Form, Terms and Conditions of hire and the Lettings Tariff

## **2. Facilities Available for Hire**

The school is able to offer the following facilities for community benefit:

### Outdoor Sporting Facilities

- 1 Multi Use Games Area, marked as three netball courts;
- 1 Sand-Filled Artificial Grass pitch, available as a whole or half;

### Indoor Sporting Facilities

- 1 Sports Hall, marked as 4 Badminton Courts.

Car parking is available for the school's community facilities to the rear of the building, accessible via the signposted route. The school's main car park is only available for use with prior written permission from the Headteacher.

## **3. Hours of use**

Hours of use for the facilities are expected to be as follows:

Outdoor sports facilities: Monday to Thursday: 6pm to 9pm, Friday: 6pm to 8pm.

Indoor sports facilities: Monday to Thursday: 7pm to 10pm, Friday: 6pm to 8pm.

Use of the facilities may be restricted at times if they are required for school activities. Access beyond these times may be granted upon prior agreement with the school.



#### **4. Access by Non-School Users**

Access to the sports facilities will be gained through the main entrance to the school site, with vehicular access following the signposted route through the school site.

#### **5. Management Responsibilities**

At all times the facilities will be managed by the school and users will be expected to abide by the Terms and Conditions of Letting (Appendix I). The school reserves the right to terminate any letting where there is evidence that the organisation is in breach of any of the Terms and Conditions of Letting or effects unnecessary damage to the facility or its fixtures.

#### **6. Calculation of the Lettings Tariff**

Actual Tariffs will be subject to review by the School Business Manager and will be approved by the Resources Committee of Governors. Tariffs will be reviewed each year during the autumn term and set with due regard to charges for similar facilities within the local area.

#### **7. Types of Lettings**

Junior Group – for use of the facilities by a junior club or an activity that caters for those under the age of 18.

Adult Group – any use of the facilities by groups of over 18s or those using the facilities for commercial purposes.

#### **Addendum – COVID**

- The hirer is expected to conduct their own coronavirus risk assessment which must be shared with the school in advance of the letting. If the school feels that the risk assessment inadequate, or presents an increased risk to the school's own management of coronavirus, the letting will not be allowed to proceed.
- The hirer must fully comply with all current Government guidance. Individuals must not attend if unwell or showing any defined COVID symptoms
- The hirer can provide hand sanitiser/wipes for their groups
- Touchpoints of any area(s) being let will be thoroughly cleaned by the school after letting prior to staff and students accessing i.e. gate handles



- **Appendix I – Terms and Conditions of Lettings**

All lettings shall be subject to the following terms and conditions:

**Responsibility of Hirer**

1. It is the Hirer's responsibility to leave rooms, entrance areas, toilets / showers and equipment in a satisfactory state and to remove their own rubbish. The Hirer is responsible for any breakages or damage.
2. All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.
3. Smoking is not permitted anywhere on the facility, no alcohol is permitted on the premises at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
4. Only service animals are admitted to the facility.
5. No food or drink is allowed in any of the sports facilities. Plastic water bottles may be taken in to the hall / pitch but should be disposed of after the booking time.
6. Each facility will have equipment that is available for use. The Hirer should identify at the time of booking what equipment will be required. All equipment provided will be maintained and regularly checked for defects. Any problems should be reported to the Site Manager or, in his absence, the member of staff supervising lettings.
7. Any dispute relating to the hire of the facility will be referred to the Management group.
8. Variations to this contract agreed by the Hirer and the school may be made when the contract is renewed.
9. Guests and other visitors should be made aware of these conditions and regulations.
10. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.
11. Hirers, and their associated groups, must respect the facility and community. This includes vacating the facilities promptly and quietly, causing no purposeful damage or defacement to any of the facilities or the surrounding area, using no foul language and disposing of any litter in the bins provided.



### **Disclosure / Qualification**

12. Those admitted to the facility must observe the conditions and regulations. The contract of hire **MUST** be signed by at least one adult who must remain on the premises during the contract of hire. No young person (under the age of 16) will be admitted without adult supervision.
13. All adults either coaching or helping with **junior teams** must hold a current, satisfactory disclosure check and appropriate level of qualification. By signing the booking form, you are confirming that all adults coaching or helping have both. Adults who are either going through disclosure or have yet to go through disclosure should not take part in sessions until the disclosure process has been satisfactorily completed. **This is the responsibility of the team.** If you require assistance for your team in relation to disclosure or qualifications, please contact the Site Manager.

### **Payment**

14. All bookings must be paid at least one week in advance. The weekly fee relating to each booking must be paid in full prior to the booking's start time. Payments made are non-refundable within seven days of the booking. Payment method should be indicated on the booking form.

### **Usage Policy**

15. Bookings are not granted on a first come first served basis. Each application is evaluated against our community usage policy. As a result all bookings are reviewed on an annual basis. For more information please ask the site manager.

### **Cancellations**

16. If payment is not received as described above, the booking will automatically be cancelled and the user will be liable to meet the full booking cost. No notice will be given. Should the school deem that any block booker is continually abusing the block booking system in any way, then the school reserves the right to cancel that block booking with a minimum of 7 days' notice in writing.
17. The school reserves the right to refuse admission to any person to the premises, or to evict any individual from the facility.
18. Should the school require any area of their facility that is normally used by a block booking for the purposes of a special event or similar, the school will inform any block bookings affected with a minimum of 7 days' notice in writing.



19. No cancellations will be accepted within the block booking period. It is the responsibility of the block booking applicant to ensure that each weeks' activity is paid for irrespective of use or not.
20. Repeated failure to pay or appear for the booking will result in termination of the entire block booking.
21. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings
22. Booking customers cancelling in line with this cancellation policy will receive a credit which can be redeemed against future sessions.
23. All customers failing to cancel a booking within the defined period, or failing to attend a pre-booked activity will be charged the full fee for the activity in question.
24. Refunds will only be given in exceptional circumstance. Requests in writing should be addressed to The Business Manager, St James' Catholic High School, St James' Way, Cheadle Hulme, Cheadle, SK8 6PZ.
25. Any block booking applicant wishing to terminate their entire block booking must forward their requesting in writing to the Site Manager no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted.

### **Charges**

26. The applicable charges are listed on the attached tariff. Charges include use of communal changing accommodation, showers, floodlights and associated services and utilities.

### **Booking Time**

27. Bookings finish one minute before the hour or half hour, for example 6.00pm to 6.59pm to ensure there is a smooth and quick turnaround for teams.
28. The schedule of date & time, room and equipment to be let must be indicated on the enclosed booking form. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.

### **Photographs**

29. It is the hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent / guardian.



### **Liability**

30. St James' Catholic High School will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at the school. Anyone entering or using the facility does so at his or her own risk, and the school accepts no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake a risk assessment of their activities and provide a copy to the school. Any accidents that do occur should be noted in the facility accident book.

### **Supervision**

31. The Hirer is responsible for ensuring that appropriate supervision is provided for any individual under the age of 16 using the facilities. The hirer is responsible for their safety before, during and after the booking.

### **Footwear**

32. Players are required to wear appropriate footwear for the surface used.



**Appendix II – Initial Request Form**

<b>Name of Applicant</b>		<b>Date of birth</b>	
<b>Address</b>		<b>Name of Club</b>	
<b>Phone No</b>		<b>Activity of Club</b>	
<b>Day of week requested</b>	<b>1<sup>st</sup> preference</b>	<b>2<sup>nd</sup> Preference</b>	<b>3<sup>rd</sup> Preference</b>
<b>Start time*</b>	<b>*Allow time for your preparation and clearing up</b>		
<b>Finish time*</b>			
<b>Dates hall required</b>	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>From / to (inc)</b>			
<b>Is use of the playground required?</b>	<b>Yes / No</b>  If so when?	<b>Use of School equipment? (Please specify your request)</b>	
<b>Maximum number of participants</b>		<b>Number of adults supervising</b>	
<b>Names of other adult supervisors</b>		<b>Where applicable - Relevant qualifications of supervisors</b>	
<b>Where applicable have police checks been carried out? By whom?</b>	When?  By whom?	<b>Where applicable - Police check forms attached</b>	<b>Yes / No / Not app</b>
<b>Are other adults to be invited to support club activities over the next year?</b>	<b>Yes / No</b>	<b>Application for dancing , please explain type of dancing intended</b>	
<b>Provision of food / drink please give details and purpose</b>		<b>Use of own electrical equipment.</b>	<b>Yes / No</b>
<b>The hirer confirms that he/she has adequate and appropriate insurance cover for the activity to be carried out as per the conditions laid down on page 1</b>			<b>Yes / No</b>
<b>The hirer confirms that they have made their own arrangements with reference to first aid as per the conditions laid down on page 1.</b>			<b>Yes / No</b>
<b>Any other information or considerations for the Governors?</b>			
<b>Please Note</b>			
Dates over year when hall will be unavailable due to school use or closure will be issued in September. These dates may be subject to changes and prior notice will be given.			





Signed..... Date.....

**Appendix III – Hire Agreement**

<b>1</b>	<b>The Governing Board</b>	<i>Governors of St. James' Catholic High School, St. James' Way, Cheadle Hulme, Cheadle, Cheshire SK8 6PZ</i>
<b>2</b>	<b>The Hirer</b>	Address:
		Telephone No.
<b>3</b>	<b>The Premises</b>	
<b>4</b>	<b>Dates &amp; Periods of Hire</b>	
<b>5</b>	<b>The Fee</b>	£
<b>6</b>	<b>Agreement</b>	<p>a. The Governing Board hire the premises to the hirer on the date and for the period mentioned above in consideration of the fee referred to.</p> <p>b. The hirer accepts all the conditions of hire referred to in the attached conditions.</p> <p>c. The hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury.</p> <p>d. All lettings are for the sole purpose of the activity booked. Additional activities/parties must be applied for through the Governors.</p>

Signed on behalf of the Governors:.....

Signed on behalf of the hirer:.....

Date.....

NB Two copies of this form should be completed, signed and sent by the hirer to the Headteacher of the school at the above address with a cheque for the fee.



**Appendix IV – Tariff of Charges 2020/21**

**Adult Prices**

**Indoor Facilities**

Sports Hall:

Whole Hall:	£35 per hour
Per court:	£9.50 per hour

**Outdoor Facilities**

Astroturf:

Whole Pitch:	£55 per hour
Half Pitch:	£35 per hour

MUGA:

Whole Pitch:	£40 per hour
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**Junior Prices**

**Indoor Facilities**

Sports Hall:

Whole Hall:	£25 per hour
Per court:	£8 per hour

**Outdoor Facilities**

Astroturf:

Whole Pitch:	£45 per hour
Half Pitch:	£30 per hour

MUGA:

Whole Pitch:	£35 per hour
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