



Faith, Aspiration & Unity

SCHOOL LETTINGS POLICY

School Lettings Policy in School Policies- Document Status			
Date of Policy Creation	March 2017	Named Responsibility	The Business Manager
Date of review completion	September 2022	Named Responsibility	Finance & Personnel Committee
Inception of new Policy	March 2017	Named Responsibility	Finance & Personnel Committee
Date of Policy Adoption by Governing Body		Review Date	September 2024

HOLY TRINITY ACADEMY – CONDITIONS OF LETTING

Application Process

If an initial letting enquiry is made by telephone this must be followed up by attendance at the school in person. This is in order that the facilities can be viewed for suitability and a discussion can be had with the Business Manager prior to a formal application being made.

The applicant and any other named person (if applicable) are jointly liable for ensuring all invoices issued by the School are paid promptly and by the due date as specified.

All hirers must complete a letting agreement and are to receive a copy of the conditions of hire together with a copy of the Lettings Policy.

All lettings are to be non-exclusive and the school may enter or remain on the part of the premises that is subject to the letting at the time.

The organisation stated on the application form must have relevant insurance cover for any personal injury or death and any damage to the building or contents caused as a direct result of the hire. A copy of the insurance policy must be provided to the Business Manager prior to confirmation of the letting.

Conditions of Letting

All activities must cease and the School must be vacated no later than 10.00pm, unless arranged by prior agreement with the School.

A deposit will be required for certain functions and may be forfeited if cancelled by the hirer, at the discretion of the School.

Any organisation that fails to attend without any prior notification or if notification is received less than 48 hours before the hire will incur a 50% charge of the normal letting fee.

If any account falls into arrears the School has the right to terminate the letting and seek payment of arrears by legal means if necessary.

Sub-letting is forbidden.

The School shall not be responsible for any property left on the premises by the hirer or any other person and the hirer hereby indemnifies the School in that respect.

The hirer accepts full responsibility for and indemnifies the School against all costs, charges and claims in respect of injury to or death of any person from the organisation/club using the premises, except when caused by the negligence of the School, its staff or agents.

The consumption of alcohol on the School premises is forbidden unless by prior agreement with the Headteacher. The School does not hold an alcohol licence.

The School operates a strict 'No Smoking or Vaping' policy across the whole of the premises and grounds.

Gambling is not permitted on the premises.

No production shall be performed or film shown which is in any way offensive to public feeling, or detrimental to the public interest.

No payments may be made directly to the site staff present during the hire.

The area used must be left in a clean and tidy condition and any damage to academy property, however caused, must be reported to the site staff at the time or before leaving the premises.

Parking on the School grounds is entirely at the owner's risk.

No dogs are allowed onto the school site.

The hirer shall familiarise him/herself with all fire and public safety regulations (given at the point of a booking)

The hirer must have own mobile phone whilst on the premises in order to make emergency calls if required.

The hirer shall comply with all reasonable requests from the school in respect of the premises and the use thereof during the period of hiring.

Termination Process

Continuous lettings will be terminable by written notice of one calendar month by either side.

In the event of any breaches of these conditions, or in the event of any misstatement or material omission in the application form whenever discovered, the hire may be cancelled forthwith at the absolute discretion of the School. Any deposit or hire charge already paid will be lost by the hirer.

Child Protection

The hirer is responsible for following up any concerns over child protection and is to inform the school of any incidents that could subsequently impact the food.

All organisations that involve children under the age of 18 years must have a child protection policy in place. A copy of this policy should be attached to the application when submitted and will form part of the agreement.

The policy must contain:

- Confirmation that DBS checks are carried out on all staff and volunteers.
- Process for training/informing staff of relevant child protection issues and updates.
- Process/procedure for reporting suspicions and disclosures.
- Process/procedures for allegations made against a member of staff or volunteers.
- Confirmation that the policy is reviewed every 3 years.

A safeguarding checklist must be completed by the hirer at the time of application.

HOLY TRINITY ACADEMY – LETTING APPLICATION FORM

Name of Applicant	
Address	
Telephone.....	Email.....
Representing	

Activity
Facility Required
Date(s) Required

<u>To be completed only if music is to be performed or relayed:</u>	
I certify sole responsibility for all arrangements with the Performing Rights Society Ltd and, if records are relayed, with Phonographic Performance Ltd, for obtaining licences and payment of royalties in respect of works performed.	
Signed.....	Date.....

<u>To be completed only if portable electrical equipment is to be used:</u>	
I certify that any portable electrical equipment brought onto School premises for use during the period of hire has been tested by a registered electrical contractor and passed as safe to use. The equipment consists of:	
.....	
Signed.....	Date.....

<u>Invoicing details (if different from the applicant above):</u>	
Name.....	
Address.....	
Telephone.....	Email.....

<u>Declaration to be signed by all applicants:</u>	
I declare that I have read and understood the conditions relating to the hire of the School premises and guarantee these will be observed. I/we undertake to make payments as invoiced in line with the current charges as advised. There may be a further charge for any damage caused to any School property or for any additional cleaning of the premises as a direct result of the hire.	
Signed.....	Date.....

Safeguarding Checklist for External Groups and Organisations

Sports Club/Group Name:

Address:

.....

Activity Provision: Days/Times:.....

Coach/instructor(s) delivering activity (name & contact details):

.....

Welfare Officer/ Club Contact:

Telephone: Email:

Clubs/organisations are requested to provide proof of the following.

Essential Key assessment Criteria **Please note all clubs wishing to practice Martial Arts must have a Wrekin Martial Arts Advisory Groups (WMAAG) affiliation card	Checked by member of School Staff
a) Is the club, organisation, coach or leader affiliated to an appropriate sports or leisure governing body?	
b) Are sessions led by a coach/instructor that has the relevant sports or leadership qualification(s) and level of qualifications to lead children's activities?	
c) Does the club, organisation, coach or leader have appropriate insurance, with minimum requirements of public liability cover?	
d) Have all coaches/leaders/instructors undergone a recent enhanced DBS check? The hirers must be able to provide documentary evidence on request.	
e) Does the club/organisation comply with good practice guidelines when working with children, or have in place a club child protection policy?	
f) Does the club, organisation, coach or leader operate an equal access policy? i.e. Opportunities are available to all young people.	
DESIRABLE but not essential Key Assessment Criteria	Checked by

g) Has the club or organisation achieved a recognised quality assurance award such as a Sport England 'Clubmark' or a relevant Sports Governing Body 'Charter Standard'?	
--	--