St Thomas More High School

Lettings Policy

Approved by:	**Date:**
Finance Committee	16th July 2021
Reviewed	16th June 2025
	11th June 2026

Mr Daniel Cauchi
Chair of the Governing Body

The School's Mission Statement

To inspire,

To learn,

To achieve,

To keep our Catholic ethos at the centre of our lives,

To fulfil our educational potential, welcoming all and reaching out to the wider world,

To truly be God's servant first

Lettings Policy

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1. Interpretation

1.1. The person by whom the form of application for the hiring is signed shall be deemed to be the hirer and such person shall be personally responsible for the payment in respects of the hire and for the observation and performance in all respects of the conditions and stipulations herein contained and, on the part of the hirer, to be observed and performed.

2. Bookings

2.1. All applications for the hire of the premises must be made on the appropriate booking form and submitted to the finance department prior to the commencement of the hire.
2.2. No booking will be accepted from young persons under the age of 18.
2.3. The right is reserved to refuse to grant a hiring without giving a reason.

3. Insurance

3.1. As a condition of the hire, if a public event the hirer must have public liability insurance cover in the name of the hirer that is in force during the period of hire.
3.2. The Academy accept no responsibility for any damage or loss to personal belongings or for any injuries to persons hiring or using the facilities.

4. Charges

4.1. A schedule of hire charges is provided in Appendix A.
4.2. The Local Governing Committee reserve the right to alter the charges without notice.
4.3. All hirers are invoiced in advance of their hire and are required to make payments in advance.
4.4. All invoices must be paid no later than two working days before the hire is due to take place. Any hirer in arrears of their payments will have their hire suspended until payment is made.
4.5. The hirer may be required to pay a deposit in addition to the scale of charges, which may be applied in whole or part to make good any damage. The level of deposit is £200. Within fourteen days following the event the deposit will be refunded to the hirer subject to any deductions that may be made for loss or damage to the Academy premises or equipment.
4.6. The booking will not be confirmed until all hire charges and any required deposit have been paid in full.

5. Cancellation

5.1. The Academy have the right to cancel any hiring at our discretion at any time. Notice of cancellation will be given where possible. If The academy cancels the booking through no fault of the hirer a full refund will be given. The Academy will not be liable or required to pay compensation for any loss sustained as a result of the cancellation of the hire.
5.2. If a hirer wishes to cancel the booking five working days' notice must be given of the cancellation. If less than five working days' notice is given 50% of the fees may be charged by the Academy.
5.3. When a regular weekly/monthly booking is made half a terms notice must be given to the Academy. If less notice is given a cancellation fee may be negotiated according to the opportunities available for re letting the premises.

5.4. Where a single booking is confirmed and cancelled before final payment is made, the deposit will not be refundable.

6. Debt Recovery

6.1. Monies owed should be paid by the due date on the invoice.
6.2. If the invoice has not been paid at least two working days before the date of hire the hire will be suspended.
6.3. If an invoice has not be paid before hire a decision will be made by the Academy as to whether the hirer is able to continue or whether the hire will be cancelled.

7. Health and Safety

7.1. There is a joint responsibility on the Academy and the Hirer to ensure that all health and safety requirements are understood. The Hirer must notify the school of any risks that maybe involved in their activity and provide a risk assessment to show how these risks will be controlled.
7.2. The Hirer should ensure that the number of persons admitted to the hired premises does not exceed the maximum number informed on hiring the premises.
7.3. It is the Hirers sole responsibility to control entry of all visitors at the external entrance allocated.
7.4. The Hirer must ensure that all passages, exits and stairways in the hired premises are kept clear during the hiring period.
7.5. The Hirer must notify the Site Manager or Caretaker on site immediately in respect of all accidents which may arise during the hiring period.
7.6. The Hirer shall be responsible for providing adequate supervision to maintain order. The Hirer shall not cause or permit any nuisance or disturbance to other occupiers of the premises or to neighbouring properties for the full duration of the hire.
7.7. The Hirer should state on the booking form any equipment that they intend to bring onto the premises. It is the Hirers responsibility for ensuring the suitability of the equipment and ensuring that it is in good order. The intention to use any electrical equipment must also be notified and MUST be PAT tested. This can be arranged via the Academy for an additional charge.
7.8. Toilet facilities for the use of the Hirer will be agreed at the time of the letting.
7.9. No Nails, tacks, screws etc. shall be driven into or adhesives fixed to any of the walls, floors, ceiling furniture or fittings.
7.10. The Hirer will be made aware by the site team member on site of the evacuation procedures in the event of a fire or the building requiring evacuation.

8. Safeguarding of children and vulnerable adults

8.1. The Hirer shall ensure that all members of their organisation, during the use of the premises comply with safeguarding regulations.
8.2. The hirer must ensure that all children are collected after the club and that all children have left the premises before the hirer leaves.

9. Smoking

9.1. The Academy is a no smoking zone and no smoking must take place anywhere on the school site

10. Gambling

10.1. The Hirer shall not use the premises or permit them to be used for gaming or wagering other than the lawful gaming carried out in accordance with the provisions of the Gaming Act 1998.

11. Food and Drink

11.1. The Academy does not hold an alcohol license.
11.2. No food or drink may be prepared on the premises unless the Kitchen facilities are included in the hire.
11.3. Where the kitchen facilities are let all food and hygiene regulations must be adhered to and facilities left clean and tidy at the end of the hire.

12. Car Parking

12.1. Any persons bringing vehicles onto the premises do so at their own risk and they will be held responsible for any damage they may cause to Academy property.
12.2. Vehicles should be parked appropriately, and no parking should restrict access by staff or the emergency services
12.3. The Hirer should ensure that users always arrive and leave the premises in a quiet and orderly fashion and respecting the surrounding neighbours.

13. Miscellaneous

13.1. All Hirers must ensure that they have a mobile to allow them to contact emergency services or the site team member on site
13.2. The hirer should ensure that they have left a mobile number with the site team member on site in case of an emergency.
13.3. In the event of any misconduct the Hirer will be required to vacate the premises immediately.
13.4. All rubbish must be removed from the premises after the letting has taken place.
13.5. The following are not permitted: real flame, fireworks, firearms nor pyrotechnics.
13.6. Furniture and Equipment is to be left as found unless other arrangements have been agreed with the Site Manager.
13.7. Hirers will start finish and vacate the premises in the agreed times. A charge may be made for unreasonable delays.
13.8. The Hirer shall not infringe any subsisting copyright or performance right and indemnifies the Academy against all sums of money the academy may have to pay by reason of infringement of copyright or performance right occurring during the period of hire.

14. Revision and Review History

Version 1.0	22 September 2020	
Version 1.1	01 September 2022	Amend charges and 9.1 no smoking site
Version 1.2	24 June 2024	Amend Charges and 4.4 Payments in advance of hire
Version 1.3	16 June 2025	Amend Charges
Version 1.4	11 June 2026	Amend Charges

15. Appendices

Appendix A: Schedule of hire charges.

Appendix A – Schedule of Charges

Facility	Hourly Rate
	£ Excl VAT
Main School and Sixth Form Class Rooms	£55.00
Library / Conference Room or Learning Centre	£55.00
School Main Hall	£125.00
Dining Hall	£95.00
Kitchen	£95.00
Concourse Area & Kitchen Area	£85.00
All Weather Pitch	£140.00
All Weather Pitch £185 per game	
Sports Hall	£60.00
Cricket Pitch	£60.00
Tennis Courts	£45.00
Playground & Field in general	£90.00
Playground – Car parking Only	By Negotiation

Day hire prices agreed on application

Appendix B – Astro Usage Agreement

Astro Usage Agreement	
The following rules need to be always followed:	
1.	It is the hirers responsibility to make sure that the correct footwear is worn at all times.
2.	Boots with moulded circular multi-studs and 4G Artificial Grass training shoes with a dimpled sole are the recommended footwear for training and matches on the school's Astro turf.
3.	Football boot studs/ blades and full studs flat soled trainers **must never be worn** on the Astro turf at any time!
4.	The school will do random checks on footwear from time to time. Anyone not wearing the correct footwear will be asked to leave the Astro.
5.	If incorrect footwear is seen being worn you will be charged for any damages caused to the Astro turf.
6.	There is no parking on the playground at any time. Please Park down the side carpark and walk through green gates then up to the Astro using the path.
7.	Please make sure that you exit the Astro and leave the premises in your allocated times as this can have a knock on affect for other players and site team. Anyone leaving late will be charged extra.
8.	Can you please ensure that all goals are pushed back to the fence line and off the Astro at the end play.
9.	No eating or drinking on the Astro at all times.
10.	All litter/empty bottles are removed and put into the bins.
11.	No Smoking on site
12.	No Anti – sociable behaviour
13.	If you are more than 10 mins leaving after your allocated time you will incur extra charges for additional staffing costs
14.	I am aware that the cancellation period for regular bookings is half a terms notice (6 weeks).

I/We …… agree to follow the above rules at all times.

Sign:…… **Name:** ……

Date:……