



**ST. KATHARINE'S C.E. (V.A.) PRIMARY
SCHOOL**



Lettings Policy

Reviewed by	Headteacher and School Business Manager
Review Date	September 2025
Date Agreed by Governors	19.9.25 (FGB)
Next Review	June 2026 (Resources)

Introduction

The Governors recognise that the primary purpose of the School is to provide accommodation for the teaching, learning and welfare of its pupils. The needs of the pupils are paramount and will always take precedence over external lettings. When not required by the School, the premises:

- represent a significant capital investment and should be fully utilised
- are a valuable community resource
- are a valuable source of income and may be offered for private or commercial usage

The Governors and School reserves the right to refuse any lettings it may choose.

Application for Designated Status

The Governing Body has delegated its power to determine designated status to the School Business Manager who will exercise discretion on their behalf and determine applications. This does not preclude the School Business Manager from referring sensitive applications to the full Governing Body at his/her discretion.

Conditions of Hire

The Governors have adopted a set of conditions under which the School premises may be hired. These conditions form Appendix B to this Lettings Policy.

Administration of Lettings

The Governors recognise that it would be impossible for them personally to vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire and the day to day administration of lettings to the School Business Manager.

- The School will operate a fair lettings policy that does not discriminate on grounds of race, colour, ethnicity, sexuality, gender, age or disability, providing it does not undermine the Christian ethos of St Katharine's.

No member of staff, with the exception of the School Business Manager is allowed to vary the terms and conditions under which the school premises are hired to either individuals or organisations, or to deviate from the Governors' published charging policy.

- All formal hiring of the school's premises, including those for which no charge is made, shall be properly documented. All hirers **must** apply to book the facilities on the Facilities Booking Form (Appendix C), complete a Conditions of Hire (Appendix B) and are to receive a copy of the Conditions of Hire. The Lettings Agreement is an enforceable contract. The overall management of the community facility, taking bookings, banking income, and recording income are sufficiently segregated to avoid errors, omissions, or fraud.

The school will raise invoices promptly for lettings. Hirers with a poor payment record will be chased for prompt payment.

Invoices should clearly show the date of hire, the facility used, the duration of hire, the rate per hour, VAT rate and amount which is appropriate, and due date for payment.

Scale of Charges

The Governing Body fully recognises the need of community groups, and the hire charges are structured to enable these groups to take advantage of the School's facilities. However, schools are not permitted to make an overall loss through letting of the premises as the School's budget cannot be used other than for children's education.

Where use of facilities takes place outside normal school hours (7 a.m. to 6 p.m. Monday to Friday) additional costs of providing staff may be charged to the Hirer.

The current hire charges are detailed in Appendix A and are reviewed annually by the Governing Body in the summer term.

Minimum Charges and Deposits

The Governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Discounts - Governors/ school management will consider requests for block bookings and loyalty on an individual basis.

Cancellations

Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

Payment Methods

The Governors are mindful of their responsibilities in safeguarding the School from bad debt. Therefore, payment at the time of booking is the norm. Bank Transfers is our only acceptable payment method.

Extensions of Credit

The Governors will allow the extension of credit to bone fide local organisations and individuals where they are satisfied that these are credit worthy. In all the cases the Governors reserve the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Governors have chosen to delegate the approval of credit facilities to the School Business Manager who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced the invoice is to be raised at the time of booking.

VAT

General purpose halls and/or classrooms are exempt from VAT.

With the exception of purpose-built sports facilities, VAT does not have to be added to the hire charges for the use of rooms and halls unless the school provides equipment to support the activity e.g. projectors, computers etc

Security

The Governors will normally insist upon continuous caretaking presence unless the area of hire can be individually made available. Where the location means that a significant area of the School cannot be secured, Site Team presence may be required at cost to the hirer. The Governors reserve the right, and delegate power to the School Business Manager, to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage or the organisation has not previously had use of the facility.

The school may appoint named key holders at their own discretion, only when a hirer has a long established, tried and tested, suitable relationship with the school (2+ years).

Monitoring, Evaluation and Review

The Governing Body will review this policy biennially and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.

Charges

The Governing Body reserves the right to make a charge for the use of the school premises. The charge will vary according to the category of the letting as laid out in Appendix A.

Additional Charges

There may, on occasion, be the need for the schools security company or, the schools lettings caretaker to lock up the school, after a letting and the hirer may be liable for these charges. Additional school owned equipment.

At the end of each week of holiday club lettings there will be a cleaning charge to the hirer. Heating outside of core 1st November to 31st March period.

Annual Letting Agreements

Governors will consider 'annual letting agreements' once a long term (2years+), successful and satisfactory relationship has been established with the hirer. This will be on an individual basis. This approval decision has been delegated to the school Headteacher and School Business Manager.

Appendix A.

Scale of Charges

	Hall or Studio	Practical area Or Classroom	Playground (e.g. netball)	Field (a proportion OR all of the school field)
Mon-Fri 7.30am to 6.00pm Term Time Only	£26.46 per hour <i>(Part hour charges available at Headteacher/ SBM discretion)</i>	£13.23 per hour	£19.85 per hour	£26.46 per hour
Weekends and School Holidays *see below	£26.46 per hour	£13.23 per hour	£19.85 per hour	£26.46 per hour (a proportion OR all of the school field)

*

- Discount is available for bookings where more than one facility is booked for a minimum 3 hour plus period at a time. The discount gives the second facility/ies at a half price rate. The most expensive facility taking the 'first facility' place.
- Opening and closing charges may apply for hires outside of school hours.
- Cleaning charges apply to holiday lettings.

Example 1

A booking for 6 hours using the school field and the school hall.

- ▶ The hirer will get use of the school toilets.
- ▶ Hall 6hrs at £26.46 p/h (£158.76) plus 6hrs Field at £13.23 p/h (£79.38) = £238.14 Total

Example 2

A booking for the school hall and 5 classrooms for 5 hours would be:-

- ▶ The hirer would get use of the school toilets
- ▶ Hall 5 hrs at £26.46 p/h (£132.30) plus 5 Classrooms at £6.62 p/h (£33.10) = £165.40 Total

St KATHARINE'S PRIMARY SCHOOL CONDITIONS OF HIRE	L3
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1.	In these conditions: 'School' means St Katharine's C.E. Primary School.
2.	Acceptance of and compliance with conditions: The hiring of accommodation/facilities/premises is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions. The Hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.
3.	Applications: All potential Hirers should submit a Lettings Booking Form available in the Lettings Policy, which can be found on the school website. Once the hire has been agreed the potential Hirer should submit a completed Lettings Booking Form to the school, (preferably 28 days before the use of the premises is required). The school will then review the booking and if in agreement will submit an invoice to the Hirer. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.
4.	Fees for hiring the School shall be in accordance with the scale of charges. Further charges may be levied if additional personnel or running costs are incurred by the hiring of the premises and a charge may be applied for large room set ups. These fees are subject to revision from time to time without notice. The hire fee must be paid in advance of the letting. Regular lettings must be paid termly in advance (unless otherwise agreed). Regular, known club lettings will be invoiced termly, in advance. Invoices must be paid within one calendar month of issue.
5.	The Hirer shall satisfy himself/herself that the facilities to be hired are suitable for his/her purposes.
6.	Periods of hire: The hirer must ensure that the period of actual hire does not exceed the times booked. The school reserves the right to invoice for any additional hours. All activities should normally finish by 10 p.m. with any exception requiring approval by the Governing Body. The use of the premises must not interfere with the proper working of the School or impair its efficiency. In particular the Hirer acknowledges that it will not have exclusive use of the site.
7.	Areas hired: The Hirer must ensure that only the areas hired are used. No food is permitted in other

	areas. Food must only be consumed in the school hall and provided by the hirer. Hall: Only suitable footwear should be worn in the hall. No school games equipment may be used without permission and gymnastic equipment can only be used when an adult with recognised qualifications for the proposed activity is personally supervising at all times. For safety reasons, this condition also applies to other activities with young people. The hall capacity must not exceed 160 persons. The studio must not exceed 60 persons. Field: The availability of the sports field shall be dependent on the fitness of the ground for use at any particular time.
8.	Grass sports pitches and playgrounds: i) These facilities should be used for their intended purposes only i.e. participation in formal and informal play and sport. ii) The grass sports pitches and playgrounds shall be hired, together with access to toilets and changing accommodation at the School. The Hirer shall not have any access to any other parts of the School. iii) The grass sports pitch shall be marked out for that sport and the playground may have indicative markings for sports e.g. netball. No additional marks shall be made to the sports pitch or playground by the hirer. iv) The grass sports pitches shall have a limited playing capacity. The School reserves the right to restrict use of the grass sports pitch to protect it during inclement weather; when damaged or under repair; when waterlogged; or to fit in with the School curriculum or School demands. v) Litter must be removed from the facility at the end of the hire session.
9.	Catering facilities: The School's catering facilities must not be used unless prior permission has been obtained. Where specifically agreed, the Hirer must agree to the contractual, hygiene and health and safety obligations set out by the School and to the payment of any deposit.
10.	School equipment: No use may be made of any school apparatus such as stage fittings, PE equipment, pianos, ICT etc., without specific permission at the point of booking and quotation.

11.	Fabric and fittings: The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. Only authorised persons shall use steps or ladders. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises. The School's furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangements. Official exit ways must be kept clear at all times. Any alteration or addition to the School's lighting or electrical heating systems is strictly forbidden, except with the written consent of the Headteacher. Consent may be subject to conditions, which the Hirer will be required to observe. The Hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage. Any emergency, accident, serious incident or damage must be reported to the school within 24 hours. All fire doors/ exits must be kept clear at all times.
12.	The Hirer is responsible for the safe guarding and safe keeping of all items belonging to the Hirer, its guests/delegates or third parties engaged by it. The School accepts no responsibility for such items.
13.	Storage: Storage facilities cannot be provided. If a hirer leaves any equipment on the school site they will be asked to remove it immediately. During the time any equipment is inadvertently left on school premises the hirer does so at their own risk. The hirer must remove all of their equipment at the end of every session.
14.	Hirer's property: Permission should be obtained from the School in advance if the hirer wants to bring electrical equipment onto the premises. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the School premises. The use of dry ice or smoke machines can only be used with prior agreement of the school. Failure to gain written agreement will result in a charge should the emergency alarms be activated. Alarms are linked direct to the emergency services and will result in an unnecessary call, which in turn could put others' lives at risk. Any electrical items brought into school must be PAT tested within the last 12 months unless they are under 1 year old and proof of purchase must be supplied to support this.
15.	The Hirer shall indemnify the establishment and Bournemouth Christchurch Poole Council against all claims for damages, compensation and/or costs in respect of: i) bodily injury or illness to Third Parties, and/or ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.
16.	The Hirer shall be responsible for loss or damage to the establishment's premises and contents.

17.	Indemnity and insurance: The Governors do not accept any responsibility for any accident or injury or loss of Property that may occur to, or be sustained by, persons using the School premises during the period of the letting. Injury to person or property: The Hirer shall indemnify the School and Bournemouth Christchurch Poole Council against all claims for damages, compensation and/or costs in respect of: i) Bodily injury or illness to Third Parties, including school staff and agents and/or ii) Damage or loss to Third Party property caused by, or arising out of, or being incidental to the Hirer's use of the premises. iii) Death or personal injury during the period of hire or before or after that time if such death or injury in any way related to the hire of the premises except where such death or injury occurs as a result of the negligence or breach of the School or their agents or employees. The hirer should indemnify the School from and against any liability, damages, costs, charges and expenses incurred by the School as a result of any breach by the hirer of these conditions. The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of: • £10 million for commercial hirings except where otherwise agreed • £10 million for non-commercial hirings; external club lettings, during school hours £5 million. The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of the School, except when loss or damage to the premises or contents are as a result of the negligence of the School. Hirers must produce evidence that the required insurance cover is in place at least seven days before the event/ hire sequence. Non-commercial hirers Due to the difficulties for non-commercial in arranging Public Liability Insurance with a limit of at least £5 million, Bournemouth Christchurch Poole Council have made available Zurich Municipal's Hirers Liability scheme. This is a policy designed to be used where a Council (i.e. the School) premises is hired by members of the community for a one off event that do not have their own Public Liability cover for example a group of friends wishing to hire the premises for a party. The Hirers scheme cannot be offered to commercial or political organisations since they should have their own insurance. The Public Liability limit of indemnity is £5,000,000 (for injury only) and the premium for the Third Party Hirer cover is charged as a percentage of the letting fee for the hire of the premises. The current rate is 13p for each£ of the lettings fee, subject to a minimum of £6.50. Please record on the Lettings Booking Form if you wish to apply for Hirers Liability scheme and complete a Hirer's Liability Insurance form, available on the school website.
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18.	Refusal of hire: The governors may refuse an application to hire the premises if: a) The premises are required by the School. b) There has been any damage to the property or breach of these conditions during previous use of the premises by the hirer. c) For any other reason the governors deem it necessary or expedient to refuse the application. No compensation shall be payable by the governors by reason of such a decision.
19.	Cancellation by the governors: The School reserves the right to cancel any hiring without notice if: i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period or ii) the Hirer has failed to disclose material information concerning the proposed hiring, or iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent. In the event of (i), all hiring fees will be refunded to the Hirer, but the School shall have no further liability to the Hirer. In the event of (ii) and (iii), any refund of hiring fees shall be at the discretion of the School. On rare occasions, where a room is unexpectedly unavailable, the School will endeavour to inform the Hirer at the earliest opportunity. In this event every effort will be made to offer a solution or alternatives.
20.	Cancellation by the Hirer: The Hirer must give at least four weeks' notice of cancellation to the Business Manager, acting for the governors. If any shorter period of notice is given, the governors reserve the right to pass on to the Hirer any costs unavoidably incurred or to impose a cancellation charge.
21.	Payment of charges: The Hirer shall pay the hiring fees at the rates and times set out in Appendix A of the School's Lettings Policy.
22.	All hire charges must be paid within one calendar month of the invoice being issued. The School reserves the right, on proper notification, to invoice the Hirer for any charges arising from excessive cleaning time incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the Hirer, or resulting from the Hirer failing to vacate the premises by the time stipulated in the hire form.

23.	Statutory requirements: (i) All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, music, dancing, indoor sporting events and stage events may be considered to be regulated entertainment and, as such, are licensable activities which require authorisation from the local licensing authority. For all regulated entertainment, it is the Hirer's responsibility to inform the local Licensing Authority and obtain the appropriate license. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all. (ii) No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the Hirer has obtained the permission of the society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the Hirer. The Hirer must indemnify the School and Bournemouth Christchurch Poole Council against any action for breach of copyright.
24.	Attendance and behaviour: (i) The numbers of people using the School premises at any one time must not exceed the numbers indicated on the booking form and agreed with the School. Failure to comply with this condition will result in the immediate termination of the letting without refund. (ii) The Hirer shall be responsible for ensuring good behaviour/order for the full duration of the letting and until the premises are vacated. The Hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period. Children must be supervised at all times within the buildings and grounds. The Hirer shall be liable for damage caused by unruly or inappropriate behaviour. (iii) It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and Hirer's insurance arrangements. iv) Bonfires and BBQs are strictly prohibited. (v) The Hirer is responsible to ensure that all attendees on site at the school use the schools Sign In App registration system. Hirers are responsible for ensuring that all their attendees are correctly signed in and signed out before they leave. Where a letting is being used for an event where children are in attendance i.e. a holiday club, in that instance, the Hirers and adult attendees are required to sign in and out only and the Hirers will be responsible for maintaining their own registration lists of child attendees. (vi) Hire will not be allowable for any sort of party.
25.	The School reserves the right to exclude individuals or companies that it considers undesirable or inappropriate. The Headteacher reserves the right to require a representative to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition. If the Headteacher's representative considers the behaviour of the Hirer, its guest/delegates or third party contractors to be unreasonable, then the representative may cancel and/or terminate the event with immediate effect and the School shall not be obliged to refund any part of the Hire charge.

26.	Alcohol: In no circumstances shall alcoholic drinks be available at any function without prior written consent of the governors. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time the Hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the Hirer to ensure that a Temporary Event Licence is obtained from the local Licensing Authority. The Hirer agrees to comply with all conditions and limitations attached to the Temporary Events Notice he obtains. It is the responsibility of the Hirer to obtain and show the licence to the School Business Manager at least one week in advance of the letting.
27.	The School reserves the right to require sight of a Temporary Event Notice prior to the letting.
28.	Gambling: The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the governors.
29.	Emergency evacuation procedures: Hirers shall familiarise themselves with the fire precautions for the premises, including the location of fire alarms, and with the means of evacuation in the event of a fire, bomb warning or any other threat to safety. The Hirer is responsible for ensuring that persons attending are made aware of the evacuation procedures. Fire and other exits must be kept clear at all times and the security of the School must not be compromised. The School Fire Alarm system is linked directly to the emergency services, who will respond directly unless informed otherwise. The nominated person will be provided with the telephone number of the duty staff in case of emergency.
30.	Smoking: The whole of the school premises is a non-smoking area and smoking (including E-cigarettes) is not permitted.
31.	Site Manager: The Site Manager is instructed by the governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the Site Manager or and other duty officer must therefore be followed.
32.	Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas at the premises subject to availability and is at the owners own risk. The School accepts no liability for any loss or damage, however caused During opening hours, parking must be managed to ensure the Golf Club is not impacted. The School is a community building and the Hirer will be held responsible for noise levels and guest behaviour which must not offend other users or local residents. No animals other than guide dogs are permitted on the School premises at any time.
33.	Right of access: The governing body and its agents reserve the right of access to the premises during the letting

34	The Headteacher or representative reserves the right to suspend or withdraw use of the school by an individual group with immediate effect on the following grounds: • causing intentional damage to the school, its equipment or any personal belongings of other users • violent, threatening or abusive behaviour to a member of staff or other users • theft of any property belonging to the School or other users • disruptive behaviour which is interfering with the activities of others • behaviour which puts at risk the health, safety or well-being of others • non-compliance with or breach of licensing laws • behaviour which is deemed to be offensive and/or results in complaints from users • refusal to follow reasonable directions from the caretaker or other members of the school's staff • non-payment of school invoices • any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users. Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the governing body. Their decision will be final.
35.	The Hirer may not assign or sub-let the hire of the School.
36.	Health and Safety: i) The Hirer must carry out appropriate risk assessment(s) for their event(s)/specific activities and a copy must be provided to the School on request. ii) The Hirer shall comply with all rules and guidance displayed/issued and shall take reasonable steps to ensure the health & safety of the individuals using the School's premises. Any emergency, accident, near misses or damager must be reported to the School in writing, within 48 hours of the event. iii) All Hirers must have a Fire briefing with the Site Manager, or equivalent, prior to the date of the letting. This will include how to raise the alarm in an emergency, location of fire exits, fire extinguishers, evacuation and fire assembly points. In addition, the School will provide the Hirer with the name and phone number of school contacts in the case of an emergency. iv) Hirers should familiarise themselves with the location of escape routes, fire extinguishers fire alarms, exit doors and emergency procedures. iv) Only approved equipment may be used on School's premises and any electrical equipment brought into the premises must comply with current safety legislation and have been PAT tested by a qualified electrician. v) Hirers are responsible for arranging first aid cover for their event/hire. vi) The named individual (as detailed in the Conditions of Hire form) will have the responsibility for complying with the School's Health & Safety Policy (a copy is available on request), statutory guidance and any other guidance provided by the School.

37.	Safeguarding If a Hirer is using the premises for child related activities they must provide documentary evidence of appropriate security checks i.e. Enhanced DBS disclosures etc. for all relevant persons. It is the responsibility of the Hirer to ensure compliance with national safe-guarding legislation. Safeguarding and Child Protection a. Hirers providing services to children must have policies and procedures in place to ensure children's safety and any Risk Assessments and DBS certificates required by the Hirer must be supplied to the School upon request. b. At an event where the number of children is likely to exceed 100, the Hirer must ensure that a sufficient number of adults are stationed to prevent more children being admitted, to control the movement of children and to take all reasonable precautions for the safety of the children as required by the Children's and Young Person's Act 1933. c. Prior to starting the letting the Hirer needs to complete the Safeguarding Responsibilities letter provided by the school and return it to the School Business Manager. The school will invoke our Child Protection and Safeguarding policy if a concern is raised about an organisation using our school. KCSIE 2023 para 377 Schools and colleges may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, schools and colleges should follow their safeguarding policies and procedures, including informing the LADO. See our Child Protection and Safeguarding Policy for procedures in place for responding to allegations
38.	Hirers must have regard to the national standards of qualification, experience and overall competence of any instructors, supervisors/coaches for sporting and other activities. Hirers who arrange an activity that is potentially dangerous must ensure that any instructors or leaders are suitably qualified. Copies of qualifications are required to be shown to the school.
39.	Access and security: School site staff will be responsible for opening and closing the school unless alternative arrangements have been agreed by the Governing Body. Entrance to the school will be via the main entrance, which will be opened and closed by the school at an agreed time. In exceptional and pre-agreed circumstances, Hirers will be designated as key holders and authorised to use the alarm system. The following conditions must be applied with: • Keys and access cards/fobs must not be passed to any other person. • It will be the responsibility of the Hirer to ensure that the school premises are secure during the hire period i.e. ensure doors are not wedged open. • Lights and electrical equipment must be switched off, all windows and doors closed/locked and any outside gates must also be locked on leaving. • The nominated key holder be shown how to open, close and secure the premises in accordance with School procedures (e.g. windows/doors shut and any other relevant checks). Such procedure should be documented and formally issued as part of a formal hire agreement.

	• Clear instructions should be provided to ensure the keys remain unmarked and any alarm code retained separately to the key. • The key holder is given clear instructions on when they are authorised to access and open the building. • A separate alarm code should be allocated for the alarm system for the nominated user. This enables their access to be monitored as necessary. • Access to other parts of the building are restricted and sensitive information is secured. • A fire risk assessment is undertaken for this unsupervised occupation to ensure any restriction of access does not contravene fire safety requirements. • The key holder is required to sign for the key and alarm code. Responsibility rests with the hirer for any damage or loss resulting from their failure to secure the premises.
40.	Running classes immediately before or straight after school which involve children from St Katharine's School Classes can only take place during term-time and excludes in-service training days when the school is closed. Children must be collected promptly by their parents/carers at the end of an after school session as there are no facilities for minding children after school. It is the Hirer's responsibility to take care of children until their parents/carers arrive. Any information given out by the School will ensure that the club is promoted as being independent to the school but works in close liaison with the School. All external clubs/organisations will be required to: • Provide evidence of their Public Liability Insurance, as detailed above. • Provide an up to date Enhanced DBS Certificate • Provide copies of letters/ flyers for circulation. • Include details in the letter for receipt and method of payments direct from parents for the activity - the School Office is unable to receive any payments for external clubs. Parents must be told to liaise directly with the club. • Prepare their own registers/hold details of emergency contacts for children in their care. • Provide the School Office with a register of children who will be attending the club and ensure this is kept up to date as applicable. • Complete weekly registers ensuring children are clearly marked as in attendance or absent. • Once registers have been completed each day it is the Hirers responsibility to notify the School Office, immediately, of any children that are not in attendance at the club on any day but are signed up. It should be noted, that all children attending external clubs are the responsibility of that club for the duration of the activity. The school will not provide access to a First Aider, hence clubs must ensure they have a suitably qualified first aid qualified staff member present at all times. Furthermore, all children must remain with the club's staff member until collected by an authorised parent. For any child not collected, the club must contact the parent (making use of the emergency contact details they have recorded) and remain with the child until that child has been collected. The school phone may be used. 41. In the event of the Hirer being dissatisfied with the facilities or service, the school will investigate in line with the Complaints Policy.

42.	Annual lettings can be arranged at the discretion of the school management.
43.	The school reserves the right to move facilities hired due to scheduled contractual work, or should circumstances require a change in hired area/ facilities.
Agreement to the conditions of hire of the School's premises. Declaration to be completed by the Hirer.	
I/we agree to abide by and confirm to the above conditions covering the hire of the School premises and to pay any related charges. I confirm that I am over 18 years old.	
Name:	
Signature:	Date:.....
Job title & organisation:	

St KATHARINE'S **PRIMARY** SCHOOL
HIRER LETTINGS BOOKING QUOTE REQUEST

This form should be signed by the member of staff responsible for organising the event and forwarded to the School 28 days before the date(s) proposed.

Please complete and forward this form to the School Office or e-mail to office@skps.email

I hereby apply to use the facilities at St Katharine's School as requested below:

Date(s) of event/s:	
Areas/ facilities to be hired:	
Activity/Event/Purpose:	
Daily Start time: {including any set up)	
Daily Finish time: {including any clear up)	
Number of people attending (max daily):	
Age range:	
Event requirements e.g. number of chairs, staging etc.	
Will alcohol be available? If yes, written permission will be required from the Governing Body.	Yes/No

Other requirements/ special requests for use of school equipment <i>*List each item</i>	
Agreement to the conditions of hire of the School's premises	
I undertake that on behalf of myself/the organisation that I represent, that if permission is granted that I/the organisation will comply with the terms of the Letting Policy, agreement and associated conditions of hire. I confirm that I am over 18 years old.	
Organisation:	
Registered Charity number: (if applicable)	
On-site contact name & mobile/phone number (who will be on site during the letting/s)	
Address (including postcode): (to which invoices should be sent)	
E-mail address: (to which invoices should be sent)	
Signature:	Date:
Title:	
Please indicate how you saw the premises advertised: (e.g. website, newsletter, word of mouth etc.)	

School use only	
Lettings checklist completed:	
Total cost to be invoiced:	£
Frequency of Invoice (one off or block)	