

LETTINGS POLICY

1. St Bernard's Catholic Grammar School encourages links and liaison with the local community and welcomes its premises being used after the school day or at other times by groups which directly or indirectly help create a richer and more diverse environment.
2. Many of the groups which the School would wish to use its facilities generate no income for themselves. Whilst recognising that the School has a statutory duty to ensure that it does not suffer a net loss in letting out accommodation, the Governors believe that the School should not seek to make a profit from those organisations within the community which operate on a voluntary basis.
3. If a group's activities take place outside the hours for which normal caretaking and energy costs are provided then an appropriate charge will be made on the group on a "real" costs basis.
4. The School will maintain a list of the clubs, organisations and other groups which fall within the above – mentioned category. The list will be amended from time to time.
5. The Governing Body delegates the responsibility for deciding whether charges should be waived, to the Headteacher who will exercise judgement in line with the broad criteria in paragraph 1.
6. All other lettings will be administered according to the scale of charges relevant at the time of the booking.
7. Whilst the School encourages a wide variety of activities to take place on the premises, the Governors reserve the right to refuse a letting if the nature of the event proposed is likely to create tension in the School, local community or the Catholic Church.
8. The Governing Body will not permit its accommodation to be let:
 - For political rally or demonstrations
 - For purposes which are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules.
 - For functions attended by people whose presence may cause civil unrest or division within the community.
 - To an organisation or individual which has been banned by law.
9. The Governing Body reserves the right to cancel any booking where it considers:
 - That such events may be contrary to the interest of the general public or contrary to any law or Act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community is assessed against the request for a venue booking.
 - The users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the School or harm the reputation of the School.
10. The following questions will assist in determining whether a booking is considered controversial:

- Establish what the venue will be used for and what type of event the customer wishes to hold.
 - Is the name linked to any community group or organisation
 - Request a copy of the programme and the name of any speakers
 - Request all contact details including names, address and phone numbers
 - If the customer is not a Slough resident, establish why they are holding the event in the Slough area.
 - Ask the customer if they have used any other venues in the country, if so then contact the previous venue to establish what the event was.
 -
11. If there is concern with the answers to the questions above then it may be appropriate to cross reference the booking details provided with web links and the following contacts
- <https://www.gov.uk/publications/proscribed-terro-groups-or-organisations--2>
 - Thames Valley Police Prevent Team at Slough Station
12. In all cases where the Headteacher believes there is justification for refusing an application for a letting, he will consult with the Chairman of the Governing Body. This does not apply when the refusal is due to a prior booking or required maintenance work being carried out.

APPLICATION FOR THE HIRE OF SCHOOL PREMISES

Applicant's Name and Address

.....
.....
.....

Applicant's Daytime Contact number
Evening Contact number.....

Organisation Name

Details of Public Liability Insurance (if applicable).....

Company.....

Renewal Date.....

Policy No.....

Date Facility Required

Purpose

Times Start Finish.....

Access from To

Facility required

.....

Refreshments & self catering are only permitted by special arrangement with the Bursar.

I declare that to the best of my knowledge the information given by me above is correct.

Signature of Applicant..... Date.....

Agreement for Indemnity

This agreement for indemnity is made on..... between
..... (hereinafter called "The Hirer") of the one part and the Governors of St Bernard's Catholic Grammar School(hereinafter called "the School") of the other part.

WHEREAS

- 1 At the request of the Hirer, the School has agreed to hire part of the school premises for an activity organised or conducted by the Hirer or the Hirer's representatives.
- 2 The Hirer has agreed to indemnify the School as hereinafter appearing.

NOW IT IS HEREBY AGREED by the Hirer

1. The s/he and her/his representative(s) will keep the School fully and effectually indemnified from and against any loss which the School may suffer by the claim of any third party entering the School premises for whatever purpose connected with the activity organised or conducted by the Hirer, and howsoever such claims may arise.
2. That if and insofar as claims are made against the School, the Hirer will meet the cost of all such claims by the provision of adequate insurance, proof of which will be furnished to the School before obtaining access to the premises.

CONDITIONS OF HIRE

1. Acceptance of the letting is conditional upon the agreement to accept all letting conditions and to take responsible steps not to infringe the law.
2. The scale of fees for lettings shall be determined by the Governors of the School, taking into account the cost of providing the letting, including energy costs, the cost of equipment being used, and the purpose for which the premises have been let. The charge for accommodation includes the use of furniture only within the room. In the event of the Hirer requiring additional furniture, a separate charge will be made according to circumstance. With effect from 1st September 2016:

Use of Sports Hall	£35 per hour
Classroom	£17.50 per hour for new bookings £15 for renewals
Dance Studio	£20 per hour for new bookings £17.50 for renewals
Drama Studio	£20 per hour
Main Hall	By arrangement
3. All fees are to be paid in advance for one off events. Regular fixed term bookings are invoiced at the end of the month. The invoice is to be paid within 14 days of the date of the invoice. If the invoice is not paid within this period the Governors will add a penalty charge of £50 to the invoice. The Governors of the School reserve the right to cancel any booking.
4. The Hirer shall not assign or sub let the permission to use the Hired premises or the facilities within them.
5. In the event of loss or damage occurring as a result of negligence or carelessness on the part of the organiser of the letting or the group on whose behalf the letting has been made, or where the School has good grounds for presuming that the damage occurred at this time and was not reported, the School reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the organiser or group.
6. The wearing of footwear likely to cause damage to floors is forbidden. Persons found wearing such footwear will not be permitted to enter the buildings.

7. The Hirer is responsible for all damage to school buildings and/or any property thereon or attached thereto occurring during the period of hiring or while persons are entering and leaving such property, where such persons causing the damage are present with the approval of the Hirer or a person or persons linked to Hirer's organisation.
8. That at the expiration of the hiring, the Hirer shall leave the building in a clean and orderly state. All the property of the Hirer and the Hirer's agents must be removed at the end of the hiring unless special arrangements are made. The School can accept no responsibility for any property left by the Hirer or their representatives on the premises.
9. The Hirer may cancel an application upon written notification to the Bursar which must be received by not later than fourteen days prior to the date of the function. The Hirer will in such circumstances be liable to payment of a cancellation fee. In the event that no notification is received within the time specified, the full charges will remain due to the Governing Body.
10. The Hirer has read the Conditions of Letting annexed hereto and hereby indemnifies the School against any breach of the same during the period of the hire.

SIGNED

by the said

in the presence of

address of witness.....

.....

Date

Signed by.....

For and on behalf of the School

CONDITIONS OF LETTING

1. The use of the premises has to be restricted to the use and accommodation specified in the letting approval.
2. The Hirer shall effect Third Party Public Liability Insurance with a minimum indemnity limit of one million pounds for any one occurrence to cover legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or any loss or damage to property including the hired premises, arising out of the letting of educational premises. The School will not be responsible for any injury to persons or damage to property arising out of the letting of the premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the School.
3. Representatives of the School Governors shall at all times have free access to the premises for the purpose of inspection.
4. Public Safety.
 - a) The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and fire exits.
 - b) The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.
5. School Kitchens
Where the kitchen is let, it will be subject to special agreement. The School can provide catering facilities by arrangement with the School's own catering service. For full use of the kitchen facilities a member of the catering staff must be in attendance at a cost to the Hirer and is subject to separate agreement with the Bursar.
6. School Playing Fields
The hirer must ensure that the use of the playing field will not prejudice its use for normal purposes. Full supervision by a responsible adult must be undertaken whilst the field is being used. Motor vehicles must not be taken onto the School playing field.
7. Health and Safety
There is joint responsibility on the School and the Hirer to ensure that health and safety requirements are understood and provision made to ensure that such requirements are maintained. The Hirer must notify the School of any risks that may be involved in their activity and provide a written statement as to how these risks will be controlled.
8. First Aid
The School takes no responsibility for First Aid provision. Hirers are recommended to provide their own First Aid cover at events and lettings.
9. Telephones
There is no access to a public telephone.

10. Smoking
The School is a no smoking zone and absolutely no smoking must take place in the school buildings or within its grounds.
11. Stage Lighting and Equipment
 - a) The Switchboard and equipment may be operated only by competent persons approved by the School. An approved person can be available by arrangement with the Bursar with an additional charge being made for this service.
 - b) The Hirer must, by arrangement with the Site Manager, visit the school on the first day of hiring in order that the "Hand-over" may be made to ensure that the equipment to be used is in a satisfactory working order. A similar "hand-over" is to take place at the end of the letting.
12. The School has no alcohol licence. Intoxicating liquor shall not be sold or supplied on educational premises without the express consent of the Governors and the obtaining by the Hirer of an occasional licence.
13. Licences are generally required for:
 - a) Performing plays.
 - b) Public dancing, music or other public entertainment of like kind under the Local Government (Miscellaneous Provisions) Act 1982
 - c) Games of Bingo.

Hirers must ascertain from the local council whether or not a licence is required for these uses, or for any other use to which the premises are to be put, and if so, to obtain and ensure full compliance with the necessary licence.
14. The premises are not licensed under the Cinematography Acts and no inflammable films or materials of any inflammable nature should be used.
15. When commercial sound recordings (gramophone records, tapes, CD recordings) are publicly used an application for a licence to use such recordings must be submitted to Phonographic Performance Ltd, Evelyn house, 62 Oxford Street, London, W1N 0AN. Application forms may be obtained upon request.
16. Under the conditions of the Performing Rights Society, hirers of educational establishments are required to furnish details direct to the Society of all musical works publicly performed at the entertainment, to enable the royalties to be paid and distributed to the parties interested in those works.
17. On days when the school is in session, articles such as pianos, tables, flowers etc. may not be delivered to the school before 4.30 p.m. on the day of use, unless prior arrangement has been made with the Site Manager. Within a reasonable time after the hire, the Hirer shall proceed to remove all chairs or other furniture, decorations and other materials introduced to the premises.
18. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval from the Site Manager.
19. Any additional cleaning costs must be met by the Hirer.

Fire Evacuation Procedures

- 1. Fire evacuation practises will never take place out of school hours so therefore if the fire alarm sounds, you must treat it as an emergency and evacuate the building.**
- 2. Fire action notices are in every room. Please read these to familiarise yourself with the nearest fire exit.**
- 3. The muster station is near the tennis courts on the far side of the field.**
- 4. The duty member of staff will be dealing with the fire brigade and is not available to help you evacuate your people.**
- 5. Your responsibility is to ensure that your attendees evacuate and make their way to the muster station as quickly as possible.**
- 6. You are responsible for taking a register of your attendees and you will need to notify either the member of St Bernard's staff who is on duty or the fire brigade if any of your people are missing.**
- 7. You are not to return to the building until you are given permission by the duty member of staff.**

First Aid

First aid boxes are clearly marked within the school and may be used in an emergency. If you would like to be notified of the nearest box to your room, please ask a member of staff.

St Bernard's has 2 automatic external defibrillators. One is located in the reception and one is located in the hallway of the Sports Hall. If required they may be used and a phone is located near to each to call the emergency services. To obtain an outside line, please dial 9 and then the appropriate number.

Approved by Finance Committee 11th May 2018

Next Review Summer 2019