

St Thomas More Catholic Primary School

Hire of Facilities Policy

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A 'Third Party' is somebody other than the school, who hires the school premises either during or outside of school hours. The school hire may be chargeable or at a zero charge. The Third Party must adhere to the terms and conditions of the school hire. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.

The school has the right to refuse a request to hire. The right of refusal is delegated to the Headteacher by the Directors of the Multi Academy Trust (MAT) and their decision is final. The full cost of the hire must be met by the hirer including, but not limited to, Site Agent Fees, Insurance (where applicable), cleaning (if required), light and heat.

The Directors of the MAT have a responsibility to safeguard and promote the welfare of children and will seek assurance that any hirer has appropriate policies and procedures in place to achieve this.

Terms and Conditions of Hire

1. A booking application form for the hire of premises and / or equipment should be obtained from the school office. The hirer should complete the form indicating the areas required for hire.
2. All lettings are for a minimum of one hour and in multiples of whole hours per letting date. (eg a booking for 6pm to 7.30pm for 3 weeks will be charged at 3 x 2 hours).
3. Hire charges will be invoiced in advance of the letting by invoice. Invoices must be paid promptly in the agreed invoice terms. The Directors of the MAT reserve the right to cancel a booking and refuse admission where payment is not made within the agreed terms.

Payments can be made:

- by bank transfer to Lloyds Bank (details on each invoice) quoting the invoice number or reference

4. Hire charges will be reviewed annually with effect from 1st September each year. Hirers will be notified of the up to date scale of charges.
5. Cancellation must be received no later than 48 hours before the commencement of the letting. Cancellations received within 48 hours of the letting are chargeable at the full cost of the hire. A maximum of one cancellation of the hire and associated charges will be allowed per school term per hirer. Where a hirer has an ongoing agreement the cancellation of hire charges will be made as a credit against future charges and not as a refund.
6. The school reserve the right to cancel at short notice due to extreme circumstances, such as but not limited to a school closure due to snow, burst pipe etc.
7. The hirer must leave the premises in the condition in which it was found. The hirer is responsible for the clearing away of equipment used and leaving the area clean and tidy. The Directors of the MAT reserve the right to levy an additional charge to cover the cost of clearing the area, repairing, and making good or replacing any part of the premises and contents which may be lost, damaged or destroyed as a result of the hirers use of the premises.
8. The hirer will leave the building secure – close windows and ensure latches are on external doors.
9. The Directors of the MAT reserve the right to terminate any hire agreement where they consider the hirer have in any way damaged the buildings, furniture, fixtures or fittings.
10. The hirer must familiarise themselves with all safety requirements and regulations pertaining to their letting application including locations of fire exits and escape routes.
11. Hirers requiring to sell or supply alcohol must first obtain permission from the Headteacher. The hirer is also responsible for obtaining any appropriate licence required by law and must provide evidence of the obtained licence.
12. School activities will have preference over hire activities. The school reserve the right to cancel a letting due to school needs and will give 2 weeks notice. Where possible, the school will offer an alternative solution. The letting will be refunded if already paid or if an ongoing letting, it will be used as credit.

13. The Directors of the MAT are not responsible or in any way liable for damage or loss of any property, equipment or vehicles brought onto site.
14. All hirers must have public liability insurance for cover up to £5million. The school requires evidence of insurance cover with the booking form. For those hirers who do not have their own public liability insurance it is possible for the school to offer such insurance to be arranged. Costs incurred will be passed onto the hirer.
15. The hirer must recognise that the Directors of the MAT or Headteacher may cancel the letting at any time and that the Directors of the MAT will not accept any responsibility for loss or other expense howsoever incurred by the hirer in the event of such cancellation.
16. Hirers should contact the Site Team in the event of an emergency.
17. Fire Exits are clearly marked. Fire notices are displayed in each area of the school. In the event of fire, activate the nearest fire alarm and evacuate the building and call the fire brigade. Contact the Site Team immediately. A copy of the Fire evacuation route for each school is attached.
18. If the hire involves children or anyone vulnerable, the school require copies of safeguarding policies and procedures before the commencement of the letting, alongside an updated DBS.

Remissions and Discounts

The following types of groups / organisation will be entitled to discounts on hire fees as follows:

Group	Discount	Charge
PTA – Hire for PTA fundraising event or meeting	100%	N/A
The Ark – Mums and Tots	100%	N/A
Sporting groups providing breakfast or after school clubs for the children of St. Thomas More Catholic Primary School	N/A	£10 flat fee per session
Historic regular Lettings	10%	As per booked hours

Areas for Hire, Capacity and Charges – Monday to Saturday

St Thomas More Catholic Primary School		
Area for Hire	Capacity	Charge
Hall	200	£40 first hr/ £15 thereafter
Classroom	30	£40 first hr/ £15 thereafter
Field/Playgrounds	300	£15 first hour/ £5 thereafter
Kitchen	10	If used in conjunction with hall hire - £10 for the day

Areas for Hire, Capacity and Charges – Sunday

St Thomas More Catholic Primary School		
Area for Hire	Capacity	Charge
Hall	200	£50 first hr/ £20 thereafter
Classroom	30	£50 first hr/ £20 thereafter
Field/Playgrounds	300	£20 first hour/ £10 thereafter
Kitchen	10	If used in conjunction with hall hire - £10 for the day