ST PETER'S RC
PRIMARY SCHOOL

Hiring and Lettings Policy

Approved by	Headteacher	Date: 07.10.25
Approved by	Chair of Governors	Date: 07.10.25

Hiring and Lettings Policy

A. Introduction

The Governing Body of St Peter's RC Primary School regards the school buildings and grounds as a valuable asset within the community and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils and protect pupil safety whilst at the School, and any lettings of the premises to outside organisations will be considered with this in mind.

A letting may be defined as "any use of the School premises, (buildings and grounds) by either a community group (such as a local music group), or a commercial organisation, (such as the local branch of 'Weight Watchers')". A letting must not interfere with the primary activity of the School, which is to provide a high standard of education for all its pupils, nor have an adverse impact on pupil safeguarding.

A charge will be levied to address additional costs (including administration) incurred by the School in respect of any lettings of the premises. As a minimum, the actual cost to the School of any use of the premises by an outside organisation must be reimbursed to the School's budget. The Governing Body may not use their delegated budget share to subsidise non-School activities. The charge made will depend on the requested use.

B. Legal Obligations

This policy adheres to Section 150 and 152 of the 1996 Education Act, in connection with the use of School premises.

C. Priorities

The Governing Body will, in accordance with the Cardiff LA's expectations, give priority to the needs of the School at any time. Such priority is to be seen in terms of traditional needs arising from the curriculum and pupil welfare including the following types of activities:

1. extra-curricular activities substantially involving pupils, such as concerts, pupil social functions, school games and clubs or any other activities organised by or on behalf of the School
2. curricular activities falling outside normal School hours
3. meetings of School Governors and formal parent meetings called by Governors
4. meetings of or with parents called by the Headteacher
5. meetings of teachers employed in the School.

Subject to the needs of the School, the Governing Body will take into account the following matters when dealing with applications for the use of facilities out of School hours in the following order:

1. use for childcare clubs such as out of school and holiday clubs attached to the School
2. use for fund-raising activities organised by the PTA or similar bodies for the benefit of the School
3. use by cultural, educational and sporting clubs
4. use for functions or activities open to the public and not associated with the School or one of the local organisations which regularly meets at the School. Such activities can include dances and private parties, concerts, social and commercial meetings
5. use for Archdiocese or LA organised or sponsored activities.

In the event of the School premises being required for the educational activities of the School itself, the Governors will give as much notice as practically possible given the situation, to any organisation which would otherwise be using the School premises, that they are required and no longer available for use.

D. Charges

In light of the fact that the School's delegated budget is provided for the education of children at the School and cannot be used to subsidise community activity, Governors will levy the following charges in order to recoup the cost of non-School use:

1. Use for School activities – free of charge.
2. Use by the Archdiocese or Local Authority for matters not directly related to School business - the appropriate fee to cover the cost of overheads for the duration of the meeting, the School site for an activity or event designed for their own personal commercial gain or that of an organisation or charity the fixed fee (appendix A) will be levied for that booking.
3. Any other use not covered above – a fixed fee or hourly rate will apply. See Appendix A for charges. Please refer to individual supplier contracts for terms of agreement for block bookings.

All charges are at the discretion of the Governing Body with the powers to amend or withdraw the booking at any time, provided reasonable notice is given to the user, unless it is an emergency.

In certain circumstances a bond may be sought as part of a booking and retained until the booking is completed and the site has been left in a satisfactory condition. This will be entirely at the discretion of the Governing Body. This bond option will be considered at the point of booking when the hirer will be advised as to whether a bond is required or not.

All Payments MUST be made in full a minimum of 14 days in advance of the hiring date by bank transfer or cheque.

If applicable, charges are subject to standard rate VAT.

E. Letting Procedures

All those wishing to make use of School premises outside of normal School hours will be required to complete the appropriate booking form at least 10 working days prior to the intended start date of the let. Exceptions to this will be made where a block booking by a Club has been released and dates with short notice have been made available to hire. No lettings will be permitted without the completion of the necessary letting form.

If it is necessary, a fee of £30.00 will apply for a Key Holder to open and close the School outside of School hours and during the School holidays. The Nominated Supervisor will be given a short induction prior to the hire and a site check at the end of the hire.

Booking forms must be properly and fully completed and returned to the School Administrator during term times. Please note, the booking is not confirmed until it is acknowledged as such by the School. The booking form can be requested from the School Office.

Please note: The Hirer acknowledges that this let does not confer a right of exclusive possession in respect of any part of the School site. Nothing in this lettings policy is intended to create a tenancy and at the end of the let the hirer will have no right to remain at or continue to use the School site.

F. Supply of Alcoholic Drinks

The sale or provision of alcoholic drinks to those attending a function or activity, at the School, requires the approval of the Head Teacher and the Governing Body. A specific licence for the sale of alcohol may also be required and it is the hirer's responsibility to ensure this is in place, and to provide a copy to the School. All beverages must be supplied in plastic or paper cups. No glass bottles or glasses are to be used or issued on site.

G. Licencing

The school holds a number of licences but these are personal to the School and cannot be used or transferred to the hirer. It is the hirer's responsibility to ensure that appropriate licences are held to cover their proposed functions or activities taking place on School premises and to cover all associated costs. The School accepts no responsibility or liability for the lack of appropriate licensing or any enforcement action taken against the hirer in respect of the same.

H. Security and Supervision

In dealing with matters relating to the use of School premises out of normal school hours, the Governing body will consider the need to protect the fabric, equipment and furniture of the School, together with the need to ensure the premises are properly secured when not in use. In the event of any group acting or using the premises in a way which the School Governors (in their absolute discretion) find to be abusing the privilege of use, the School Governors shall be entitled to suspend use by that

organisation, either temporarily or on a permanent basis.

The hirer must ensure that an appropriate, Nominated Supervisor, who is also aged 18 and over, is present on the School premises when they are in use for the duration of the let. This named individual is required for the letting agreement (Appendix 1) and that person will be personally liable for any failure to comply with the terms of the letting agreement.

Failure to ensure the Nominated Supervisor is present for the whole duration of the letting may result in this and future lets being terminated or withdrawn involving this Nominated Supervisor. The Nominated Supervisor is also responsible for ensuring only those associated with the booking are allowed onto the site. If others outside of the booking gain entry to the site during a booking the Nominated Supervisor must seek to remove them from the School site. If unsuccessful the Nominated Supervisor must contact the Key Holder to assist but in an emergency contact the police.

The Nominated Supervisor is responsible for meeting the Key Holder at the start of the let and again at the end of the let.

The Nominated Supervisor is responsible for ensuring the site is left tidy and clean at the end of the let and to remove all of their refuse from the site.

In circumstances where the School premises has been left requiring cleaning an additional fee for cleaning may be sought from the hirer.

Any damage that has occurred during the let is to be reported to the Key Holder at the end of the let, and costs to remedy that damage may be pursued from the hirer.

The Key Holder or an employed member of the School Teaching Staff are the only people able to check the school site before and after a booking has taken place.

For lets intending to involve the consumption of alcohol, use of school equipment or where other outside equipment will be brought on-site, with prior permission, a bond will be required and collected before the start of the let.

I. Conclusion

The above arrangements for letting of the School premises are put in place to ensure that safe and effective use of the premises is made, the interests of the school are protected and the quality of the facilities is maintained. They are not, in any way, intended to restrict the use of School premises to the detriment of the community.

Appendix A

Letting charges from 01/11/2021. These charges are for commercial hire.

School Facility for Hire	Hourly Fee (Exc VAT)
Main Hall	£20.00
Classrooms	£10.00
Key Holder	£30.00 per booking

For regular letting arrangements, a fixed fee for the use of multiple rooms may be agreed in place of the hourly fee.

Evening and weekend bookings and during school holidays will be at the discretion of the Governing Body.

School Equipment

Specific school equipment can be hired but only in conjunction with the hire of the hall or classrooms. This school equipment includes the following:

- Interactive TVs – with correct licences in place
- Balls and other games equipment
- Table and Chairs.

All school equipment to remain on site unless specific permission is granted by the Governing Body. No equipment is to be brought on site without the prior permission of the Governing body.

If any damage is noted prior to any booking, and deemed a possible danger, the Governing Body reserves the right to terminate all bookings until such time that the site is officially deemed safe for use.

ALN Statement

St Peter's RC Primary School is committed to providing an inclusive learning environment in line with the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the ALN Code for Wales 2021. We are dedicated to identifying, assessing, and making provision for Additional Learning Needs at the earliest opportunity, working in collaboration with pupils, parents, and relevant professionals. Our approach is based on promoting equity, respecting diversity, and ensuring that all pupils are provided with opportunities to meet success.

UNCRC statement

St Peter's RC Primary School is committed to creating a community where children's rights are respected, upheld, and fulfilled. We aim to foster a rights respecting environment that empowers pupils to become active and responsible citizens. Through collaboration with pupils, staff, parents/carers and governors, we aim to embed the United Nations Convention on the Rights of the Child (UNCRC) into our policies and practice.

Definitions

Responsible Person - For the purpose of the Letting Policy the “responsible person” is the Nominated Supervisor and/or the Hirer if different. All responsibility is undertaken by this person for the duration of the let. In the event of a situation occurring this person has to prove that he or she took all reasonable precautions and exercised all due diligence to comply with the Letting Policy and the Conditions of Use. The responsible person must be of reasonable standing in the community and over the age of 18.

Nominated Supervisor – For the purpose of the Letting Policy the **Nominated Supervisor** is responsible for the School site and is the person that oversees the activities that take place for the duration of the let. They must remain on site for the duration of the let and supervise others who are granted permission to be on the School premises as part of the let they are responsible for. They are required to meet the key holder at both the start and finish of the let and ensure the site is handed back in the same condition as at the start of the let.

Appendix 1

ST PETER'S RC PRIMARY SCHOOL

SOUTHEY STREET, CARDIFF CF24 3SP

Telephone: 029 2049 7847

Email: stpetersprm@cardiff.gov.uk

School Letting Agreement

Date of Booking:		Area to be Hired:	
Description of Hire:			
Organisation or Hirer Name:			
Contact Name for Organisation:			
Address:		Postcode:	
Telephone Number:		Email address:	

Details of Booking					
Date(s) Required:					
Start Time:		End Time:		Total No of Hours	
Hire Rate:					
This Hire Agreement will remain in place until terminated in writing by the school or hirer, or until a new Hire Agreement is completed.					
I have read and accept the terms and conditions set out overleaf and agree to pay St Peter's RC Primary School for any losses or damages incurred during this hire period caused by the hire party or organisation.					
Hirer Signature:		Date:			
Headteacher Signature		Date:			

Office Use Only			
Invoice Details		Payment Details	
Date:		Date:	
Invoice Number:		Amount:	
Amount:		Method:	

Terms, Conditions and Regulations for Hire:

1. The hall will be opened by a member of school staff or an appropriate security firm as employed by the school.
2. If an entry fob been issued to the hirer named on page 1, this is strictly for use during the hire period only. The hirer is responsible for the secure keeping of this key card and for its use at all times. If the entry fob is lost or stolen, this must be reported to the school as soon as possible and the hirer must pay for a replacement.
3. The times booked should be adhered to at all times or further charges will be applied.
4. Hire of the hall is for a maximum of 150 persons and hire of the Professional Learning Room is for a maximum of 20 persons.
5. The rooms hired shall be left in a clean and tidy state at the end of the hire period (session). Any spills must be cleaned immediately with water.
6. The hirer shall ensure that toilets are left in a clean and tidy state at the end of the hire period.
7. The hirer should return the hall into the original set up at the end of the hire session unless agreed otherwise.
8. If the hirer wishes to use any equipment or furniture this should be notified upon booking.
9. Damage - The hirer shall notify the staff of any damage caused and the hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the area if necessary.
10. Loss of property -The school does not accept responsibility or liability for any damage or loss of property of items that are placed and left upon the premises whilst the premises is being hired.
11. Conduct-The hirer is responsible for the proper conduct of persons using the area.
12. Fire Risks -The hirer should make themselves familiar with the fire procedures for the school and inform staff at the time of booking of any factor which involves extra fire risks. Should the fire brigade have to attend the site due to misconduct of any person entering the building during the hire period; any related costs will be met by the hirer.
13. Indemnity - The hirer shall have appropriate insurance in place to operate the activities within the school and indemnify the school against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon school property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
14. The hired area(s), corridors, toilets are the only areas to be used by the hirer and accepts that all other rooms will be either locked or out of bounds.
15. The hirer should have their own insurance and staff checks, e.g., DBS checks. The school takes no responsibility for this and recommends if you are unsure you seek appropriate advice.
16. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsible during the hire period.
17. Payment can be made via cheque or online bank transfer. The school administrator will accept payments in person or over the phone Monday- Friday 8.30 am to 4.30 pm No cash shall be taken for bookings.
18. St Peter's RC Primary School will be responsible for issuing invoices.
19. **Cancellation**

    (a) By the hirer:

    All cancellations of a booking must be notified in writing at least 14 days prior to the start of the block. If the hirer fails to give the 14 days written notice required the hirer may be charged the full hire fee. Refunds for cancellations of single weeks within a block booking will be made at the discretion of the school.

    (b) By the school:

    The school has the right to give 4 weeks' notice to the hirer if a session cannot be honoured or needs to be changed for requirements by the school such as parents evening, concerts etc. If this takes place an alternative venue may be offered or a replacement date.