



Bonus Pastor Catholic College

# Lettings Policy

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## **Key points and summary**

Bonus Pastor Catholic College aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly, for the benefit of the learners and secondly, for local people consequently providing the school with financial income.

This policy aims:

- To ensure that lettings are not in conflict with the fundamental purpose of the school.
- To support community involvement in the life of the school.
- To support the community in sporting, cultural and educational pursuits.
- To be consistent with the school's equal opportunities policy.
- To maximise the commercial opportunity for lettings.
- To ensure costs are fully calculated and covered.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To monitor the maintenance of the high standards of the premises and grounds.

The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements. The policy is part of the Safeguarding and Health & Safety suite of policies.

## **Responsibilities**

- Overall responsibility for school lettings is held by the Governing Body who monitor the policy through the Finance Committee. The Principal has responsibility to ensure adherence of the policy and practical responsibility for the policy is initially delegated to the Director of Premises & Facilities.

Director of Premises & Facilities responsibilities

- To manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned. To maintain accurate records for inquiries and bookings.
- To confirm bookings by letter and issue contracts. To maintain a booking chart. To maintain contact with hirers. To inspect insurance documentation. To consult with FM staff regarding lettings. To promote the facilities to the community.
- To raise invoices and keep track of payment. To advise the Bursar of any outstanding invoices. To initiate legal proceedings in the case of bad debtors after consultation with the Principal.
- To keep a diary of all lets. To book FM for lets. To organise cleaners with FM.
- To ensure facilities are as required by hirers. To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use. To provide a professional service to users of the school's premises and ensure good customer care.
- Sports Hall, MUGA, drama studio, halls and classrooms are let and invoiced on a monthly basis. The school may consider, on an individual basis, a reduced rate for community sports groups at off-peak times. The Main and Small hall cannot be used for lets during exam periods or the day/evening before or after examinations. The school receives numerous requests for private functions. Charges must be settled in accordance with the Hire Agreement.

- Bookings for the facilities arise by direct contact to the school. Whilst every effort is made to accommodate all requests, the school and current hirers are given priority. Other considerations include the type of event, the number of other lets, coinciding and the suitability of our accommodation. Where hirers appear to have similar focus groups, wherever possible, the initial hirer will be informed however, the final decision regarding agreement to hire rests with the Governing Body.

### **The Governors' Obligations**

The Governors agrees that it will:

- Provide the Facilities and Premises at the Dates and Times set out at the Head of this Agreement.
- Effect and maintain Public Liability Insurance (the “**Insurance**”) against any claims made against either party in respect of loss or injury suffered as a result of this Agreement
- Ensure that the fire certificate is valid and that all fire exits are clear, fire doors unlocked, emergency lighting and illuminated exit signs are checked and firefighting equipment is provided; and
- Refund the Damage Deposit on termination of this Agreement less any deductions for damage, breakage or loss.

### **Health & Safety**

- No smoking is allowed on site. The school has a responsibility to work within the framework of the law, however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the let. Hirers are responsible for arranging any first aid provision for the members of their organisation. In the event of an emergency, first aid items are held by the School. The school's telephone system may be used in the event of an emergency. H&S policy on evacuation outside normal hours is issued annually.
- The school reserves the right to cancel any letting where the hirer fails to comply with health and safety issues.
- The school requires any electrical items used to have a PAT certificate.
- The Director of Premises & Facilities will monitor the number of people on site with regard to safety in the event of a fire and insurance.

### **Complaints Procedure**

- In the event of a hirer being dissatisfied with the facilities or service, the school will investigate in line with the Complaints Policy.